INSTITUTIONAL ACCREDITATION

Clark Atlanta University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Clark Atlanta University.
FOREWORD

The primary purpose of the Student Handbook is to provide students with information, guidelines, and policies that will guide their successful adjustment as citizens of the Clark Atlanta University community.

The standards set forth in this Handbook shall serve as a guide for conduct for Clark Atlanta University students. Upon matriculation, Clark Atlanta University students are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, religious, moral, and ethical principles upon which the University was founded. Evidence of inability or unwillingness to cooperate in the maintenance of these ideals, goals, and principles may lead to sanctions that may include warning, reprimand, conduct probation, suspension, or expulsion. Specific violations of the rules and regulations governing student conduct are handled by the Vice President for Student Affairs or designees. Breaches of academic integrity are handled by the appropriate academic officials and/or the University’s Judicial Hearing Board.

The content of this handbook is accurate at the time of publication but is subject to change from time to time as deemed appropriate by Clark Atlanta University in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice or obligation, and unless specified otherwise, are effective when made. This handbook is not to be regarded as a contract between the student and Clark Atlanta University. Clark Atlanta University complies with all local, state, and federal nondiscrimination laws and regulations in the provision of educational services.
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OVERVIEW OF THE UNIVERSITY

HISTORY

Clark Atlanta University is a comprehensive, private, urban, coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate, and professional degrees as well as certificate programs to students of diverse racial, ethnic, and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts.

The first President of Clark Atlanta University was Dr. Thomas W. Cole, Jr., who served concurrently as the President of both Atlanta University and Clark College prior to consolidation. In November 1987, after more than a year of discussion, the Boards of Trustees of Atlanta University and Clark College authorized an exploration of the potential advantages of closer working arrangements between the two institutions, including their consolidation into one university. In April 1988, the joint committee delivered its report entitled *Charting A Bold New Future: Proposed Combination of Clark College and Atlanta University* to the Boards for ratification. The report recommended that the two schools be consolidated into a single institution. On June 24, 1988, the Boards of both Clark College and Atlanta University made the historic decision to consolidate the two institutions, creating Clark Atlanta University. The new and historic University inherits the rich traditions of two independent institutions, connected over the years by a common heritage and commitment; by personal, corporate and consortia relationships; and by location.

Atlanta University, founded in 1865, by the American Missionary Association, with later assistance from the Freedman's Bureau, was, before consolidation, the nation's oldest graduate institution serving a predominantly African-American student body. By the late 1870s, Atlanta University had begun granting bachelor's degrees and supplying black teachers and librarians to the public schools of the South. In 1929-1930, it began offering graduate education exclusively in various liberal arts areas, and in the social and natural sciences. It gradually added professional programs in social work, library science, and business administration. At this same time, Atlanta University affiliated with Morehouse and Spelman Colleges in a university plan known as the Atlanta University System. The campus was moved to its present site, and the modern organization of the Atlanta University Center emerged, with Clark College, Morris Brown College, and the Interdenominational Theological Center joining the affiliation later. The story of the Atlanta University over the next twenty years from 1930 includes many significant developments. The Schools of Library Science, Education, and Business Administration were established in 1941, 1944, and 1946 respectively. The Atlanta School of Social Work, long associated with the University, gave up its charter in 1947 to become an integral part of the University. In 1957, the controlling Boards of the six institutions (Atlanta University; Clark, Morehouse, Morris Brown and Spelman Colleges; and Gammon Theological Seminary) ratified
new Articles of Affiliation. Unlike the old Articles of 1929, the new contract created the Atlanta University Center. The influence of Atlanta University has been extended through professional journals and organizations, including Phylon and the National Association for the Advancement of Colored People, for both of which Dr. W.E.B. DuBois, a member of the faculty, provided leadership.

Clark College was founded in 1869 as Clark University by the Freedmen's Aid Society of the Methodist Episcopal Church, which later became the United Methodist Church. The University was named for Bishop Davis W. Clark, who was the first President of the Freedmen's Aid Society and became Bishop in 1864. A sparsely furnished room in Clark Chapel, a Methodist Episcopal Church in Atlanta's Summerhill section, housed the first Clark College Class. In 1871, the school relocated to a new site on the newly purchased Whitehall and McDaniel Street property. In 1877, the School was chartered as Clark University.

An early benefactor, Bishop Gilbert Haven, visualized Clark as the "university" of all the Methodist schools founded for the education of freedmen. Strategically located in the gateway to the South, Clark was founded to "give tone" to all of the other educational institutions of the Methodist Episcopal Church providing education for Negro youth. After the school had changed locations several times, Bishop Haven, who succeeded Bishop Clark, was instrumental in acquiring 450 acres in South Atlanta, where in 1880 (the institution relocated in 1883) the school conferred its first degree. Also in 1883, Clark established a department, named for Dr. Elijah H. Gammon, known as Gammon School of Theology, which in 1888 became an independent theological seminary and is now part of the Interdenominational Theological Center.

For purposes of economy and efficiency, during the 1930's, it was decided that Clark would join the Atlanta University Complex. While students on the South Atlanta campus fretted over final examinations in the winter of 1939, work was begun across town on an entirely new physical plant adjoining Atlanta University, Morehouse College, and Spelman College.

During the 1980's some of the advantages of proximity, which had seemed promising earlier, again became evident. Clark College and Atlanta University through consolidation preserved the best of the past and present and "Charted a Bold New Future." Clark Atlanta University was created on July 1, 1988.

Clark Atlanta University has had a distinguish line of presidents since its creation in 1988. Dr. Thomas W. Cole, Jr served as the first President from 1988 through 2002, Dr. Walter D. Broadnax served as the second president from August 1, 2002 through July 31, 2007. Dr. Carlton E. Brown served as the third President of Clark Atlanta University from August 1, 2008, through June 30, 2015. Dr. Ronald A. Johnson became the fourth President of Clark Atlanta University on July 1, 2015.
CLARK ATLANTA UNIVERSITY

Clark Atlanta University (CAU), established in 1988 as a result of the consolidation of two independent historically black institutions — Atlanta University (1865) and Clark College (1869), is a United Methodist Church-related, private, coeducational, residential, and comprehensive urban research university. The University offers undergraduate, graduate and professional, and non-degree certificate programs.

MISSION

Leveraging its distinctive history, Clark Atlanta University is an urban research university that transforms the lives of students and their communities by preparing citizen leaders to be problem-solvers through innovative learning programs; supportive interactions with faculty, staff, and students; exemplary scholarship; and purposeful service.

VISION

Clark Atlanta University will increasingly become a dynamic 21st century research university of choice for a diverse student body with enhanced student enrollment yields, success and global marketability.

CORE VALUES: I-SQUARED

Clark Atlanta University community draws motivation and direction through strongly held principles which guide the manner in which we treat one another and those we serve. Our core values (*I-SQUARED*) serve as the foundation of each step we take toward achieving our vision.

1. Promote **innovation and collaboration** to unite and make significant contributions to the knowledge of humankind.

2. Uphold a **student-centered** ethos that is responsive to diverse student backgrounds, learning styles, and career aspirations.

3. Commitment to the **pursuit of quality and excellence** in service to all stakeholders.

4. Act with personal and professional **accountability and integrity** in all we do.

5. Exhibit **respect** for all individuals, workplace, and natural environment.

6. Practice and nurture **ethical behavior and social responsibility** in all endeavors and toward all constituents.

7. Embrace and support all forms of human **diversity and inclusiveness** in all of our actions.
Greatness is a Clark College (now Clark Atlanta University) tradition not by proclamation, but by commitment and exemplification, attested by the records of good works of many dedicated people over a period of more than a century. An institution, impelled by the spirit of greatness, is not only the lengthened shadows of a few great men, but also the constantly rekindled and extended spirit of many personalities; it is made great through their dedication, their courage, their devotion to duty, their hard work, their sense of mission, their love of young people, and their commitment to the cause of education. The spirit of greatness here is a legacy to all who would administer, to all who would teach and counsel, and to all who would learn. When the spirit of greatness dies or wanes on a college campus, the institution dies.

The spirit of greatness of an institution is expressed in its concepts of human potentials, human capacity, human possibilities; in the purpose and mission of life; in the nature and purpose of education; and the direction and aid given in the achievement of the highest good for one’s self and society. The spirit of greatness for the individual is a spirit of ever becoming; for the institution it is a spirit of being the best. The spirit of greatness as a Clark College tradition may be expressed in terms of ideals and intrinsic values for which the college has stood historically, and in terms of qualities exemplified in its students and graduates. In summary, some of these ideals, values, and qualities are:

- **Excellence;** high standards in the work of the college, and excellence of work and character of the students.
- **Achievement;** the best possible achievement in residence at the college and after college in the world of work.
- **Devotion;** to work, to duty, to the college, and to worthy causes.
- **Good Sportsmanship;** fair play, justice, and honesty; in the game, in the stands, and in the game of life.
- **Invincibility;** the will never to falter, never to give up, never to fail; the will to endure to the end; the will to be victorious playing the game courageously from the beginning to the end, in athletic games and in the game of life.
- **Loyalty;** to Alma Mater and to the highest and best for which she stands.
- **Idealism;** love of beauty—the beautiful, the good, the true; as stated in the text of the university, the true, the honest, the just, the pure, the lovely, the things of good report.
- **Compassion;** expressed in sharing and service.
- **Truth;** finding that true education is a search for truth, a search for knowledge and wisdom; a search for fulfillment; a search for the good life.

This tradition, “the spirit of greatness,” brings to focus and fruition the purposes, ideals, and goals inherent to Clark College as an educational institution, by which it have been sustained in the past, and upon which its life depends now, and will depend in the future.”

CULTURE: Throughout the academic year, outstanding artists and scholars are sponsored by the Clark Atlanta University Student Government Association (CAUSGA) and various departments, including the C. Eric Lincoln Lectureship in Social Ethics, and the J.C. Daugherty Endowed Lectureship in Law and Government. The most significant evidence of culture in the Clark Atlanta University tradition is the institution’s commitment to the preservation of African-American cultural values and artifacts. For example, the University holds approximately 500 works of art, including African works, and what is perhaps the most extensive collection of contemporary African-American art in existence. A portion of these works is displayed continuously in the Catherine Hughes Waddell Gallery in Trevor Arnett Hall.

SPIRITUAL LIFE: Spiritual development is an integral part of life at Clark Atlanta University. Spiritual uplift is available through participation in religious programs and worship services.

COMMUNITY SERVICE: Service to the community offers a stimulating educational experience to students who find it rewarding to contribute to the uplift of the citizens in the surrounding and larger community. CAU students have been involved in tutorial programs, voter registration activities and a variety of other service projects. Students are placed in service oriented agencies throughout Metropolitan Atlanta. Students may obtain volunteer assignments by contacting the Office of Career Services and Professional Development.

ASSEMBLIES AND COMMEMORATIONS: University wide assemblies occur throughout the academic year for the purposes of conducting Student Government matters and presenting administrative, cultural, educational, and commemorative programs. Special convocations / events, presented annually, include the following:

- Fall and Spring Induction Services for first-year students
- Fall and Spring Convocation
- Homecoming Activities, highlighted by the coronation of Miss Clark Atlanta University during Homecoming Week
- Fall and Spring concerts by the CAU Philharmonic Society, Jazz Orchestra, Symphony Orchestra, and Concert Band Christmas Vesper Service
- Black History Month observance and programs, held in February
- Founders Week in March, celebrating the consolidation of Atlanta University and Clark College
- University Baccalaureate Service and Commencement Exercise

Students, faculty, and staff are the primary audience for these challenging and inspiring activities and most are open to the public as well.

- Spring Fashion Show sponsored by the Fashion and Merchandising Department
- Various Theatrical Productions sponsored by the CAU players.
Clark Atlanta University Decorum Guide

Clark Atlanta University’s mission includes the production of respected leaders in the global community. It is imperative that all students view themselves as ambassadors for the Clark Atlanta University family on and off campus. Attire reflects the values and traditions of the student and the entire institution, and students are encouraged to view their attire as reflections of the University’s core values of excellence, integrity, social responsibility and respect.

Clark Atlanta University students are members of a diverse community that supports individual expression and should seek to appropriately represent themselves and the University community by adhering to the following guidelines for appropriate attire:

General guidelines preclude students from wearing the following in public campus domains:

- Pajamas
- Clothing with lewd, profane, derogatory or otherwise offensive messages
- Excessively revealing clothing including midriffs, halters, cut off t-shirts, short-shorts, and clothing worn such that undergarments are visible.

Guidelines for Special Events:

- Graduation – Graduating students will be notified of the appropriate dress for the baccalaureate and commencement ceremonies. Failure to adhere to these requirements may result in expulsion from the baccalaureate or commencement ceremonies.
- Classrooms – Neat, modest and casual or dressy attire is required. Hats, do-rags, sunglasses and hoods are prohibited.
- Convocations and formal programs – Neat, modest, business casual or dressy attire is required.
- Social/Recreational activities – Neat, modest and casual or dressy attire is required.
- Formal ceremonies, balls and formal occasions on or off campus – Dressy or formal attire.
- Graduate school, career, scholarship or job-placement fairs held on or off campus – Business attire is required.

Please note that these parameters are considered baseline and professors, staff members and sponsored organizations on campus reserve the right to set appropriate attire policies that adhere to the above-listed guidelines and add additional boundaries (e.g., Business attire required in class by the School of Business, at games by the basketball team or during working hours by a work-study supervisor).

** Headgear considered part of religious or cultural dress or eye-protection necessary for medical purposes may be exempt from the above policies.
CLARK ATLANTA UNIVERSITY SEAL

The University Seal combines the basic elements of the seals of the parent institutions. The outer circle of the seal bears the name and the founding date of the new University; the inner circle bears the traditional mottos “I’ll Find a Way or Make One” and “Culture for Service.” In the field of the seal is an open book representing the search for and transmission of knowledge and more specifically the enlightenment of the Bible; on the left page are inscribed the date of the founding of Atlanta University and its traditional emblems of the sword of truth and the torch of knowledge; on the right page are the founding date of Clark College and its emblem of a lamp; both the torch and the lamp signify knowledge and the illumination of the mind.

USE OF INSTITUTIONAL NAME

No student or organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Office of Institutional Advancement / University Relations, located in Harkness Hall, Room 205.

SCHOOL COLORS

The University’s colors are red, black and gray.

SCHOOL MASCOT

The Clark Atlanta University mascot is the Panther.

SCHOOL MOTTOS

Our mottos are “I’ll Find a Way or Make One” and “Culture for Service.”
CAMPUS CULTURAL CREED

Clark Atlanta University is committed to academic excellence, building character, and service to others. The University will achieve its mission by cultivating an environment of honesty, kindness, mutual respect, self-discipline, school loyalty, trust, academic integrity and communal pride. “As a member of this scholarly community, I make the following pledge:

• I will work to promote academic honesty and integrity;
• I will work to cultivate a learning environment that opposes violence, vulgarity, lewdness and selfishness;
• I will embrace the concept of mutual respect by treating others the way I want them to treat me;
• I will support a campus culture of diversity by respecting the rights of those whose views and experiences differ from my own;
• I will honor and care for the sanctity of my body as the temple of God;
• I will commit myself to service so that I can make a difference in the world and a difference for more than just myself;
• I will celebrate and contribute to the “spirit of greatness” left by those who preceded me, and I will work to leave this a better place for those who follow me;

As a member of this community, I am committed to conducting myself in ways that contribute to a civil campus environment, which encourages positive behavior in others. I accept the responsibility to uphold these noble ideals as a proud member of the Clark Atlanta University Family.”
ALMA MATER

“Reign, Clark Atlanta!”
C. Eric Lincoln

Thy noble tricolor now ripples the breeze,
Bridging the mountains, spanning the seas,
Calling thy sons and thy daughters so true;
Reign, Clark Atlanta, we rally to you.

Hail! Alma Mater, we ever aspire
Thy sacred mission to fulfill entire;
Thy noble banner has lighted our way.
Hail to the Crimson, the Black, and the Gray!

Deep in our hearts shall thy precepts abide;
Culture for service, our goal and our guide.
Through stern privation, through fortune and fame,
We’ll find a way and achieve in thy name;
Reign, Alma Mater, forever we pray—

Let the tricolor that heralds thy sway
Fly from the ramparts of learning so free,
For we shall ever be faithful to thee.

(Refrain)

Reign, Alma Mater, our hearts be thy throne;
Reign, Clark Atlanta! Thou reignest alone!
Reign, Clark Atlanta! Thou reignest! Reignest!
Reign, Clark Atlanta! Thou reignest alone!
UNIVERSITY CAMPUS AND FACILITIES

BUILDINGS
Clark Atlanta University takes pride in its mixture of historic and modern buildings in an environment specifically landscaped to enhance their features. Following is a listing of the main campus buildings and the functions of the units housed in each building.

Note: To make the listing as useful as possible, the buildings are alphabetized according to the names by which the campus community usually refers to them; where buildings have longer, formal names, those names appear parenthetically immediately following the more widely used name.

- **Aiken Estate**: Located at Joseph Boone in Atlanta, Georgia. The estate includes the Paul Hatchett Room and is used by the University to conduct meetings and retreats
- **Brawley Hall (James P. Brawley Hall)**: Residence hall for upper-class and transfer male and female students
- **Bumstead Hall**: Traditional Residence Hall for first-year students (off-line)
- **Carl and Mary Ware Academic Center (CMW)** – Classrooms; Jazzman’s Cafe
- **Clark Atlanta University Suites East** – Residence hall for first-year female students and Student Health Services
- **Clark Atlanta University Suites West** – Residence hall for first-year male students
- **Clement Hall**: School of Education, administrative and faculty offices, classrooms, conference rooms, computer lab and lounge area
- **Thomas W. Cole, Jr., Research Center for Science and Technology**: Offices of the Vice President for Research and Sponsored Programs, Dean of the Office of Graduate Studies; Natural Sciences departments, Department of Chemistry; Dual-Degree Engineering Program; Video Conference Center (VITREC); two auditoriums and other meeting and conference facilities, Telecommunications, Purchasing and Campus Police Communications Dispatch Center
- **Harkness Hall**: The central administration building: Offices of the President, Provost/Vice President for Academic Affairs; Associate Vice president for Academic Affairs; Executive Vice President for Operations/CFO; Vice President for Institutional Advancement; Associate Vice President for Strategic Communication; Associate Vice President for Human Resources; University Board Relations; Executive Director of the Center for Academic and Student Success (CASS); Chief Compliance Officer; General Counsel; and Associate Vice President/Chief Information Technology
- **Haven Warren Hall**: Administrative areas, including offices of the Vice President for Institutional Advancement and University Relations; Financial Aid; General Accounting; Student Accounts/Cashier; Grants and Contracts Accounting; Department of English; faculty and staff offices; Davage Auditorium; Auxiliary Services, Financial Planning and Evaluation, and Academic Enrichment and Success (including Academic Advisement for first and second year students)
- **Heritage Commons**: Apartment-style housing for upper-class male and female students
- **Holly Hill**: The President's Residence
- **Holmes Hall (Merrill J. Holmes Hall)**: Traditional-style residence halls for first-year female students (located on main campus)
- **Knowles Hall**: Departments of Political Science and Psychology
- **Kresge Hall**: Offices of the Assistant Vice President for Planning, Assessment and Institutional Research; Counseling and Disability Services; Residence Life (Student Housing); Academic Support Services (including tutorials and technology integration); Religious Life; and the Graduate Resource Center
- **McPheeters Dennis Hall**: Offices, classrooms, and laboratories for the Departments of Biology, Chemistry, Mathematics, and Physics; History, Religion and Philosophy; Faculty Development Center; Instructional Technology and Media Services; and Student Assessment and Testing
- **Merner Hall (Annie Merner Hall)**: Traditional-style residence halls for first-year, female students (located on main campus)
- **Modular 13, President’s Parking Lot**: Career and Professional Development
- **Modular 14, President’s Parking Lot**: The Isabella T. Jenkins Honors Program
- **Modular 16, President’s Parking Lot**: Financial Literacy
- **Oglethorpe Hall**: Offices of the Departments of Sociology and Criminal Justice and the Department of Public Administration
- **Panther Stadium**: Boardroom, Football Stadium, Softball Field, Athletics Offices and Weight Room
- **Park Street Music and Art Complex**: Offices, classrooms, and practice rooms for the Departments of Music and Fashion
- **Pfeiffer Hall (Henry Pfeiffer Hall)**: Traditional-style residence halls for male and/or females students (located on main campus)
- **Sage-Bacote Hall**: Offices of the Dean of the School of Arts and Sciences; Center for Theoretical Studies of Physical Systems, the Departments of Computer Information Science; and Foreign Languages and computer labs
- **Student Center (Bishop Cornelius L. Henderson Student Center)**: Offices of the Vice President for Student Affairs; Executive Director for Student Affairs; Dean of Students; Dean of Multicultural Affairs; Associate Dean of Students and Chief Judicial Affairs Officer; Leadership and Student Development; Student Government Association; Miss CAU; Yearbook and Student Organizations; Panther PAW (One-Card Office); Recreational Room, CAB; University Bookstore; Crogman Dining Hall (Student Cafeteria, Faculty/Staff Dining Room); The WOW; Multipurpose Room; and other meeting and conference facilities
- **Tanner-Turner Hall**: Department of Public Safety (Police and Fire Bureaus)
- **Thayer Hall**: Whitney M. Young, Jr. School of Social Work; faculty offices; lounge and classrooms; and the Offices of Title III Programs Administration
- **Trevor Arnett Hall**: The CAU Art Galleries; Offices of Recruitment and Admissions; University Registrar; Print Shop; Mail Room; TRiO Programs (Educational Talent Search and Upward Bound)
- **Vivian Wilson Henderson Center**: Intercollegiate Athletics Office; the L.S. Epps Gymnasium; conference facilities; and classrooms
- **Watts Alumni House (Albert H. Watts Alumni House)**: Alumni Relations
- **Woodruff (Robert W. Woodruff Library)**: The Atlanta University Center Library; WSTU-FM Radio; CAU-TV/Cable 3; Departments of Mass Media Arts; Speech Communication and Theater Arts; studios; faculty staff offices; and classrooms
- **Wright-Young Hall**: School of Business Administration including administrative, faculty, and staff offices; classrooms; conference rooms; and student lounges
BUILDING HOURS
As a general rule, classrooms are open from 8 a.m. to 8 p.m. Monday through Friday. In some buildings; however, classrooms remain open beyond 8 p.m. for graduate classes scheduled during evening hours. Faculty office hours are posted. Administrative offices are open from 9 a.m. to 5 p.m., Monday through Friday.

UNIVERSITY PROPERTY
University property may not be relocated without prior written consent from the Facilities Department. Students are legally and financially responsible for damage to, or destruction of, or removal of university property and costs will be assessed and posted to the student's account immediately after damage occurs.

BISHOP CORNELIUS L. HENDERSON STUDENT CENTER
The Student Center serves as the community center on campus. The Student Center provides a comfortable setting in which to study, relax between classes and enjoy social, cultural and intellectual campus functions. The Center is a convenient site for recreation, informal gatherings and group meetings. The Student Center is open between the hours of 7:00 a.m. - 10:00 p.m. daily (office hours are 9 a.m. - 5 p.m.). Students can reserve meeting space and banquet facilities within the Center from 9:00 a.m. to 1:00 a.m. through the Leadership and Student Development office located in Suite 245. Students must assume responsibility for protecting their personal property while in the Student Center and for leaving the area or facility they use in a clean and orderly manner. While visiting or using the facility, students are expected to observe common courtesy, good judgment and respectful behavior.
RECREATION & INTRAMURAL SPORTS
Opportunities for wholesome recreational activities and intramural sports are offered under the auspices of the Division Student Affairs. The Department of Athletics, which is a unit within Student Affairs, provides guidance in the coordination and implementation of these activities.

RECREATIONAL FACILITIES
Students may use university recreational facilities and designated spaces provided such use does not conflict with university scheduled programs and activities. When using these areas, students are expected to exercise discretion in their conduct at all times and must leave facilities and areas in a clean and orderly manner. Users will be charged for any damages beyond ordinary wear and tear.

RECREATION ROOM
The Recreation Room is located on the second floor in the Student Center. Table games, leisure activities, music and limited physical movement exercises, e.g., dance and calisthenics, may be conducted.

FITNESS FACILITIES
Students may use the gymnasium for fitness activities. Also, the track and other areas at the stadium may be used with the appropriate approval. It is expected that students are aware of their abilities to engage in strenuous physical activity. Consultation with their personal physician is advised.

UNIVERSITY SERVICES

Academic Enrichment and Success
Location: 214 Haven Warren Hall
Telephone number: 404-880-6055
Fax number: 404-880-8187
URL: http://www.cau.edu/academics/center-for-academic-student-success

SERVICES PROVIDED: The Office of Academic Enrichment and Success is housed in the Center for Academic and Student Success. It provides services to enhance the overall environment for retention of students by coordinating university-wide retention activities designed to improve the quality of academic and administrative services offered to students. Five major retention priorities addressed by this unit are overseeing a university-wide academic advisement program, monitoring and tracking the academic progress of students, orchestrating early intervention strategies to address student concerns and/or challenges through academic support services, overseeing the activities of mentoring through student engagement and overseeing the transfer evaluation process of potential transfer students. All efforts of this unit are to increase the likelihood of graduation from the University.
Academic Enrichment and Success: Academic Support Services / Tutorials

Location: Kresge Hall, Tutorial Office, Lower Level
Telephone number: 404-880-8226
Fax number: 404 880-8355

SERVICES PROVIDED: The Academic Support Services / Tutorial Program provides tutorial assistance in core courses and some departmental courses in the areas of math, science, business, history, foreign languages and writing. Students may request individual tutorial assistance in core courses or they may attend the group tutorials sessions offered for some core courses.

Admissions (Office of Admissions)

Location: Trevor Arnett, Room 101
Telephone Number: 404-880-8021
Fax Number: 404-880-6174
Email: lrice@cau.edu
URL: http://www.cau.edu/admissions

SERVICES PROVIDED: The Office of Admissions processes admissions application materials and maintains records on prospective students until they have enrolled. The Office organizes efforts to market the programs and environment of the University to potential undergraduate and graduate applicant pools.

Campus Bookstore

Location: Bishop Cornelius Henderson Student Center, Main Level
Telephone number: 404-880-8520
Fax number: 404-880-8579
Email address: caubookstore@cau.edu
URL: http://www.cau.bncollege.com

SERVICES PROVIDED: The Clark Atlanta University Campus Bookstore operates as a retail outlet with the primary focus of quality customer service. The Bookstore provides, but is not limited to, textbook service, gift items, office and school supplies, career tools, software and computer supplies, newspapers, snacks, greeting cards, health and beauty aids, Greek paraphernalia, CAU souvenir merchandise, and best-sellers.

The regular operating hours are Monday through Thursday from 9:00 a.m. to 6:00 p.m., Friday from 9:00 a.m. to 5:00 p.m., Saturday 11:00 a.m. to 3:00 p.m. during the academic year. Summer, holiday and event hours will vary.
Dining Services
Location: Bishop Cornelius Henderson Student Center,
William H. Crogman Dining Hall, 1st floor
Telephone number: 404-880-8059
Fax number: 404-880-6299
URL: http://www.caudiningservices.com

SERVICES PROVIDED: The goal of the Dining Services is to provide excellent customer service while maintaining affordable prices. Restaurant-quality dining services are offered with fresh food custom prepared in the main dining hall. Other retail dining operations include the WOW (located in the Panther Den in the Student Center) and Jazzman’s Cafe (located in Carl & Mary Ware Building). All First year students are required to have the Platinum Meal Plan. Returning students have the option to select from any available meal plan.

Financially enrolled students will be issued an official University I.D. card that records the meals to which they are entitled. Students must present their identification card upon entering the dining hall for each meal. Lost or stolen I.D. cards should be reported immediately to the Panther PAW Office located on the third floor of the Student Center. There is a fee for a replacement card.

Career and Professional Development
Location: Module 13, President’s Parking Lot
Telephone number: 404-880-6791
Fax number: 404-880-6736
Email address: amckinney@cau.edu
URL: http://www.cau.edu/studentaffairs/career-planning-and-placement-center.html

SERVICES PROVIDED: CPD strives to provide quality services and career development programming designed to prepare the CAU student for the global economy of work and graduate studies. The CPD serves as an integral part in the professional development of our students by providing opportunities for undergraduate and graduate students to pursue meaningful careers in a variety of professional and occupational fields. To this end the CPD offers the following services to all students:

- Individualized and Group Counseling Sessions
- Self-Awareness and Career Exploration Inventories
- Professional Development Workshops and Seminars (Resume Writing, Interviewing Strategies, Mock Interviews, Financial Planning, Dressing for Success, etc.)
- Experiential Learning (Cooperative Education, Internships, Summer and Part-time Employment)
- Annual AUC Career Fair, Graduate and professional Schools’ Day Fair and Summer Job and Internship Job Fairs

Other activities in which CPD is involved include posting job notices, coordinating on-campus interview opportunities, and maintaining employer lists. Through on-campus interviews and
workshops/seminars students have the opportunity to interact with representatives in both formal and informal settings in efforts to explore career paths.

**Community Service Program**
Location: 250 Cornelius L. Henderson Student Center  
Telephone number: 404-880-8040  
Fax number: 404-880-8735  
Email address: ehemmitt@cau.edu

**SERVICES PROVIDED:** The Community Service Program, housed in the office of the Dean of Students, fulfills the need to have one centralized area that supports and advocates the motto, “Culture for Service” and the Campus Cultural Creed tenet “I will commit myself to service so I can make a difference in the world and a difference for more than just myself.” The program provides community service information to all CAU students, opportunities for First-Year Seminar in support of service learning requirements, community service opportunities specifically for upper classmen, opportunities for student organizations in conjunction with the Department of Leadership and Student Development and an annual Community Service Fair, “A Day of Service,” “Christmas at CAU,” and the celebration of National Volunteer Week.

The Community Service Program provides opportunities for students to contribute to their communities, learn civic responsibility and enhance their overall learning experience through volunteerism in agencies, school based programs and special civic events. The program carries out its mission through the theme of Project G.I.V.E. (Giving is a Valuable Experience).

**Counseling and Disability Services Center**
Location: 210 Kresge Hall  
Telephone number: 404-880-8044  
Fax number: 404-880-8440  
Email address: jbradford@cau.edu; jworrell@cau.edu

**SERVICES PROVIDED:** The University Counseling Center provides confidential personal counseling and educational outreach services to enhance CAU students’ mental health, interpersonal and psychological well-being Center is staffed by licensed mental health professionals and is open Monday through Friday - 9:00 a.m. to 5:00 p.m. Appointments and walk-ins are welcomed.

**Disability Services Center**

**SERVICES PROVIDED:** Clark Atlanta University is committed to the implementation of the Americans with Disabilities Act (ADA) providing an equal educational opportunity for all qualified students with permanent or temporary disabilities which are physical and mental.
Accommodations are academic adaptations that do not compromise academic standards or the mastery of essential course elements, but provide students with disabilities an equal opportunity to succeed. These accommodations include, but are not limited to, academic adjustments, auxiliary aids and services, student services, mentorship programs, readers and scribes, career counseling, seminars, priority scheduling tutorial services, referral to state and community resources, and disability parking.

**Financial Aid (Office of Student Financial Aid)**

Location: Haven Warren Hall, Room 210  
Telephone Number: 404-880-8992  
Fax Number: 404-880-8070  
Email Address: Students must consult with their individual advisors  
[http://www.cau.edu/financialaid](http://www.cau.edu/financialaid)

**SERVICES PROVIDED:**
The Office of Financial Aid is committed to assisting students with meeting their educational cost. The Office administers federal, state, and institutional aid programs. The type of assistance includes grants, scholarships, loans and student employment. We look forward to partnering with you in pursuing your academic goals.

**International Student Services /Admissions**

Location: Trevor Arnett, Room 101  
Telephone number: 404-880-8021  
Fax number: 404-880-6174  
Email address: [lmiletti@cau.edu](mailto:lmiletti@cau.edu)

**SERVICES PROVIDED:** The Office of Admissions facilitates the enrollment of international students ensuring institutional compliance with federal, state and local laws, rules, and regulations. The Office is dedicated to assisting international students in achieving their academic, personal, and professional goals through the international education community.

**Multicultural Affairs and Study Abroad**

Location: Bishop Cornelius L. Henderson Student Center, Suite 242  
Telephone number: 404-880-6302  
Fax number: 404-880-6306  
Email address: lmiletti@cau.edu

**SERVICES PROVIDED:** The Office of Multicultural Affairs and Study Abroad renders support for international students through a series of orientations and cultural activities throughout the academic year. The office is dedicated to supporting international students with the development of a Cultural Center; international student organizations and establishing English as a second language program. Through Student Abroad students of all majors may study at a foreign...
institution anywhere in the world, while still remaining enrolled at Clark Atlanta University, through the study abroad program. This endeavor is undertaken for academic credit while still keeping the student on track to graduate on time in efforts to internationalize Clark Atlanta University’s cultural life.

**Study Abroad**

The study abroad program, in support of the University’s educational curriculum, co-curriculum, research and service endeavors is to promote and facilitate its students, faculty, and other scholars with opportunities in international placement, support services, and professional development experiences to become more culturally competent, knowledgeable, and responsible global leaders.

Clark Atlanta University students have the opportunity to travel and study at foreign colleges and universities around the world regardless of their major field of study. It is strongly recommended that all students take advantage of this cultural and academically-enriching program. Opportunities are available during the summer session, fall and spring semesters.

Students must be in good academic standing with a minimum cumulative GPA of 2.5 and are required to receive academic credit during their period of study abroad. The department chairs in collaboration with the Dean of Multicultural Affairs perform academic advisement and course approvals prior to departure for study abroad. Additional inquiries relative to study abroad should initially be directed to the department chair and then to the Dean of Multicultural Affairs. Depending upon the program and the student’s final aid award, eligible students can use their financial aid to underwrite the cost of studying abroad. Students planning to study abroad should meet with their financial aid advisor as far in advance as possible.

**Laundry Services**

Location: Haven Warren, Room 300
Telephone number: 404-880-8317
Fax number: 404-880-6340
Email address: auxiliaryservices@cau.edu

http://www.cau.edu/auxiliary-services

**Services Provided:** Laundry services are for the convenience of each student and the facilities are accessible 24 hours a day. Each residential hall is equipped a PAW Card operated washers/dryers. The machines are managed by MACGRAY Laundry Service, Inc. If you have any questions regarding repair service/maintenance or damaged clothing claims and refunds, please contact MACGRAY Services, Inc., at 1-800-MAC-GRAY (1-800-622-4729), or you can make customer service requests at www.mac-gray.com.

**Lost and Found**

Location: Bishop Cornelius L. Henderson Student Center, Suite 250
Telephone Number: 404-880-8040
Fax Number: 404-880-6081
Email Address: tutley@cau.edu

SERVICES PROVIDED: Students may report, submit and recover lost items

Mail Service
Location: Trevor Arnett, 1st Floor
Telephone number: 404-880-8419
Fax number: 404-880-8607
Email address: areid@cau.edu
URL: http://www.cau.edu/auxiliary-services/Mail%20Services

SERVICES PROVIDED: The Clark Atlanta University Mailroom provides mail services for faculty, staff and students. Some of the services and products offered are: postage stamps, envelopes, FedEx, UPS, etc. When Express packages are delivered to the Mailroom by a United States Postal Service representative, once received a CAU Mailroom representative will send an email notification to the students’ CAU assigned email account only. Express mail/packages and regular mail can be picked up from the Mailroom during normal business hours. Express packages that are delivered on Saturday will be available for pick-up until the close of business during the assigned Saturday hours.

Students living in Pfeiffer, Holmes and Merner Halls are assigned a mailbox in the Mailroom located in Trevor Arnett. Students living in Ware, Beckwith and the Brawley Apartments are assigned mailboxes in the residence halls only. All regular mail can be picked up from that location. Students living in CAU Suites can pick up their regular mail from the representative at that location.

Please give out the following mailing address format appropriate for receiving your incoming mail:

Clark Atlanta University
Student Name (no nick names)
Residence Hall, Room Number
Mailbox number
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Hours of Operation: Mondays – Fridays: 11:00 a.m. to 4:00 p.m.
Saturdays: 10:00 a.m. to 12:00 p.m.

Summers Hours: Mondays- Fridays: 11:00 a.m. to 4:00 p.m.
Saturdays: (CLOSED)

CAU Print Shop
Location: Trevor Arnett Building, 1st Floor
Telephone number: 404-880-8015
Fax number: 404-880-6027
SERVICES PROVIDED: The Clark Atlanta University Print Shop provides convenient, cost-effective service solutions that are customized to the needs of the campus. As part of total service solution, the Print Shop has a document production site that is staffed with skilled operators and advanced technologies to increase the productivity of the campus’ high-speed copiers. Whatever documents are needed, a customized solution is rendered to fulfill the requirements of when, how, and how many must be produced. CAU provides these services conveniently on-site, improving campus document production capabilities and reducing cost. Clark Atlanta University is committed to meeting customer satisfaction by producing quality documents that meet expectations in a timely manner.

Hot Spot print labs are conveniently located in Carl & Mary Ware, Clement Hall, Kresge Hall, Sage-Bacote Building, Henderson Student Center, Thayer Hall, Trevor Arnett, Ware Hall, and Oglethorpe Hall.

**Hours of Operations:** Monday – Friday: 8:00 a.m. – 6:00 p.m.

**Summers Hours:** Monday – Friday: 8:00 a.m. – 6:00 p.m.

**Panther Access Worldwide (PAW) Card Office**
Location: Bishop Cornelius Student Center, 3rd Floor  
Telephone number: 404-880-8729  
Fax number: 404-880-6292  
URL: [http://www.cau.edu/auxiliary-services/Panther%20PAW%20Card](http://www.cau.edu/auxiliary-services/Panther%20PAW%20Card)

SERVICES PROVIDED: The Panther PAW Card is a multi-functional identification card that provides the cardholder access to a wide variety of functions on-campus. The validated ID enables students who are enrolled to gain access to university services (e.g., residence halls, library, meal plans, parking, print shop, computer labs, athletic events, etc…).

Upon enrolling at Clark Atlanta University, new students will receive a valid student identification card through the Panther Paw Office. For returning students card activation is valid upon becoming financially enrolled each semester. The student identification card must be carried at all times and presented upon request by university officials. Students should report immediately missing PAW Cards. Lost or stolen cards must be reported to the Panther PAW Card Office and/or Public Safety. If a card is found, it must be returned to the Panther PAW Card Office. There will be fee ($25) charged for all replacement ID cards.

A student who needs to have personal information updated (last name, date of birth etc.) must report to the University Registrar to make the official change. Once the change has been updated in Banner, the student can report to the Panther PAW Office to request a replacement ID card. The student must bring in the old ID card to get the updated ID card at no cost.

Fraudulent use of the ID card will result in the confiscation of the card and the owner being denied further use of the card except in academic matters and disciplinary action. Any
unauthorized use, lending, or tampering warrants revocation, disciplinary and/or legal action. The card holder will be liable for any transaction of the card.

**Fall/Spring Hours:** Monday – Friday: 9:00 a.m. to 5:00 p.m.

**Summer Hours:** Monday – Friday: 9:00 a.m. – 5:00 p.m.

**LAZ Parking (Office)**  
Location: Parking Deck (Located on Fair/Mildred Street)  
Telephone number: 404-880-6295  
Fax number: 404-880-6296  
Email address: lazpark@cau.edu  
URL: http://www.cau.edu/auxiliary-services/Parking%20Office

**SERVICES PROVIDED:** All students are required to register their vehicles and purchase a parking permit from the Parking Office in order to park on university property. All applicants must possess a valid driver’s license, valid license plate, and the CAU ID card. (Please note the vehicle must belong to the applicant or an immediate family member.) The person registering the vehicle is responsible for all parking violations incurred by that vehicle.

Student parking lots are identified by signs and all parking regulations must be observed. While the vehicle is parked on campus it is required that the CAU parking permit is visible on the vehicle at all times. Valid permits entitle holders to park in designated lots on a “space available basis.” Vehicles belonging to residential students must display valid parking permits in order to be parked in lots adjacent to the residential facilities. Students with valid parking permits may park their vehicles on a “space available basis” in the Beckwith Hall, Ware Hall, Vivian Wilson Henderson, and Bumstead Hall lots. Students should not park in spaces designated as reserved, handicapped, or visitor spaces, fire lanes or the following lots: Sage-Bacote, Carl and Mary Ware, President’s Parking, Tanner Turner and any lot designated for faculty and staff only.

Vehicles will be immobilized / towed in the following instances: (1) parked in reserved spaces, (2) parked in handicapped spaces, (3) blocking other vehicles, (4) double parked, (5) parked on yellow curbs, (6) parked without valid permit. WARNINGS: (1) Vehicles parked on private property or blocking driveways may be ticketed or towed by city police, and (2) Residential Apartments parking lots are restricted to Residential Apartments residents and cars with valid permits only. Other vehicles will be ticketed and subject to tow. All visitors must park in the Parking Deck.

**PARKING PROCEDURES FOR PERSONS WITH A DISABILITY**

The condition “Disabled” is defined as having a physical or mental disability that substantially limits one or more major functions of life. Persons with valid handicapped license plates or other valid insignias may park in designated “Handicapped” spaces for the parking lot assigned (must purchase a parking permit). Handicapped spaces are clearly designated in all University parking lots. Students must apply for certification through the Office of Disability Services. The director will certify applications and accompanying required documentation (physician's statement and/or handicapped parking permit issued by the State).
Students who experience a temporary physical disability and who request reserved parking space must apply through the Office of Disability Services. Documentation (physician’s statement and/or state issued handicapped permit) must accompany the application. Certification for reserved parking due to a temporary physical disability is valid for a limited time as verified by the documentation.

**Fall and Spring Semester Hours of Operations:** *(Hours may vary for special events)*

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>8:00 a.m. – 6:00 p.m. (Parking Office)</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>8:00 a.m. – 8:00 p.m. (Cashier’s Booth)</td>
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</table>

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<tr>
<th>Monday - Friday</th>
<th>8:00 a.m. – 5:00 p.m. (Parking Office)</th>
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</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>9:00 a.m. – 6:00 p.m. (Cashier’s Booth)</td>
</tr>
</tbody>
</table>

**Department of Public Safety**

Location: Tanner Turner Building

Telephone number: 404-880-8911 or 8911 (emergency)

404-880-8623 (non-emergency)

Fax number: 404-880-6411

URL: http://www.cau.edu/public-safety

**SERVICES PROVIDED:** The mission of the Department of Public Safety is to safeguard the life, liberty and security of the students, faculty, staff and constituents who visit the campus to purpose University business or to engage in educational exercises.

**Hours of Operations:**

Office Staff: Monday – Friday – 8:00 a.m. to 6:00 p.m.

Open 24 hours for emergencies

**Religious Life**

Location: Kresge Hall, Room 200

Telephone Number: 404-880-6119 / 404-880-8041

Fax Number: 404-880-8008

Email Address: kcole@cau.edu

**SERVICES PROVIDED:**

- Sunday Worship
- Weekly Faith Enrichment Series
- Monthly Symposiums and Forums addressing contemporary issues
- Spiritual Counseling
- Chaplain Assistants Leadership Training
- Joint Ministry Official Board (J-MOB): Gospel Choir, Praise Ensemble, Liturgical Dance, Mime Ministry, and AUC Drama Ministry
- CAU Associates Leadership Partnership (Community/Volunteerism)

**Student Health Services**

Location: 128 Mildred Street, CAU Suites East, Lower Level

(Corner of Mildred and Beckwith Streets)
SERVICES PROVIDED: The Office of Student Health Services establishes and provides primary health care services addressing acute illnesses. Emphasis is placed on prevention of disease, health education and health restoration; thus enhancing the overall well-being and productivity of students. University policy requires that all incoming students submit proof of immunizations for MMR1&2, TD, Meningitis, and PPD Skin Test.

Hours of Operation: Monday – Friday: 9:00 a.m. to 5:00 p.m.

Student Health Services, Health Promoters Educating and Encouraging Responsible Students (H-PEERS)
Location: 128 Mildred Street, CAU Suites East, Lower Level
(Corner of Mildred and Beckwith Streets)
Telephone number: 404-880-8283
URL: http://www.cau.edu/studentaffairs/student-health-services.html

SERVICES PROVIDED: H-PEERS is a peer-to-peer health education program that is a component of CAU’s Student Health Services. Peer influence has been proven to play a significant role in the development of undergraduate college students. The program trains students on various health and wellness topics relevant to the needs of the college population. H-PEERS sponsor quality campus programs and awareness campaigns throughout the year.

University Registrar
Location: Trevor Arnett, Room 102
Telephone Number: 404-880-8938 or 404-880-8834
Fax Number: 404-880-6083
Email Address: registrr@cau.edu
URL: http://www.cau.edu/studentaffairs/registrar.html

SERVICES PROVIDED: The Office of the University Registrar provides administrative support services to current and former students by maintaining timely and accurate records of the academic progress and accomplishments of Clark Atlanta University students and former students of Clark College and Atlanta University. Students may go to the website to download forms (address change, application for withdrawal from school, course withdrawal, enrollment certification, transcript request, transient request, and web registration). Services are provided in the following areas:
- Course scheduling
- Classroom assignments
- Registration
- Course enrollment
- Grade reporting
- Transcript service
- Access to records
- Enrollment certification
- Communication of rights, responsibilities and student records
Veterans Services
Location: Trevor Arnett (Registrar’s Office), Room 102
Telephone Number: 404-880-8100
Fax Number: 404-880-6083
Email Address: emontelus@cau.edu

SERVICES PROVIDED: Enrollment support services for veterans

Woodruff Library (Robert W. Woodruff Library)
Location: 111 James P. Brawley Drive
Telephone Number: 404-978-2000
URL: http://www.auctr.edu

SERVICES PROVIDED: The Atlanta University Center Woodruff Library was recently renovated to provide a wealth of collaborative and technology enhanced spaces to serve the diverse needs of its academic community. Renovated spaces include a new main level Learning Commons with Technology Design Studio, totally redesigned archives reading room, new Graduate Study and Quiet Study Suites, as well as new and refurbished collaborative study rooms. This is the first major interior upgrade since the building’s dedication in 1982. The Learning Commons integrates digital and print information resources with classrooms, private spaces for reference consultations, learning labs, open seating and collaborative study rooms. A full-service café, proudly brewing Starbucks™ coffee, and print shop managed by Xerox, also provide for an enhanced research and study experience.
UNIVERSITY POLICIES, PROCEDURES AND INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act of 1974, as amended (the “Act”), is a federal law which requires that: (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available. Clark Atlanta University shall maintain the confidentiality of Education Records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are, or have been, in attendance at the University.

FERPA and its regulations establish:
- A student’s right to inspect and review educational records that an educational institution is keeping on the student;
- A student’s right to challenge the content of his or her records;
- A student’s right to limit disclosure of his/her records;
- The institution’s obligation to notify students of their rights under FERPA and its regulations;
- Recourse for students and the federal government when an educational institution violates the Act or regulations by improperly disclosing a student’s personally identifiable information from the records.

What is an educational record? Just about any information directly related to a student and maintained by Clark Atlanta University or by a person acting for the University is considered a student educational record. Any record related directly to a student should be held in confidence.

Examples of educational records include:
- Grades/transcripts
- Student schedules
- Names of student advisors
- Papers/student thesis/tests
- Records of student discipline
- Personal information such as social security number, age, parent’s name

Educational records are not:
- Sole possession records (not accessible or revealed to any other persons)
- Law enforcement records, as defined in FERPA
- Employment records
- Medical records
- Post attendance records

The storage media in which you find this information does not matter. A student education record may be:
- A document in the Office of the University Registrar
What are the basic rules? Student educational records are considered confidential and may not be released without the written consent of the student. As a faculty or staff member you have the responsibility to protect educational records in your possession.

Some information is considered public (called “Directory Information”). This information can be released without the student’s written permission. However, the student may opt to consider this information confidential as well, and it will be flagged as such in the student’s record if the option is elected. Clark Atlanta University identifies the following as directory information: student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, current enrollment status, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information. Therefore, you may (but are not required to) release this Directory Information without consent.

You have access to non-directory information educational records only for legitimate use to discharge your responsibilities as a Clark Atlanta University employee.

Parents or guardians of students do not have automatic rights (as they did in elementary and secondary school); however, if the student is a dependent (as defined by the IRS), we may release records information unless the student has indicated otherwise. In general, it is a good idea to check with the University Registrar before releasing information to any third party unless you have obtained written permission of the student. If you see the word “Confidential” next to a name there is some restriction in place and you must contact the Registrar before releasing any information.

If you are ever in doubt, do not release any information until you contact the Office of the University Registrar at 404-880-8938 or registrar@cau.edu.

Student and Parent Rights Relating to Educational Records
Students have a right to know about the purposes, content, and location of information kept as part of their educational records.

They have the right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. For example, students may not use this right to contest a grade in a course because they felt a higher grade should have been assigned. Students also have a right to expect confidentiality of certain information about them in student records and, under certain conditions, independent, limiting the student educational record information that may be released to parents or directory information unless the student provides specific written permission.
Educational Records
Student educational records are specially defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the University or someone acting for the University according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. In addition, notes of a professor or staff member intended for his or her own personal use are not part of the educational record, nor are records of police services, application of records of students not admitted to the University, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized personnel.

Records relating to an individual who is employed by the University not as a result of his or her status as a student are also excluded. However, employment records relating to university students who are employed as a result of their status as students are considered educational records.
**Directory Information**

Some information about students is considered “directory information”. Directory Information may be publicly shared by the institution unless the student has elected to consider this information confidential.

Directory Information: student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, current enrollment status, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information.

A student must formally request the University Registrar to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specific in the regulations. Once filed, this request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed.

For additional information on The Family Education Rights and Privacy Act (FERPA)

CONTACT:
Family Policy Compliance Office
U.S. Department of Education
400 Independence Avenue, S.W.
Washington, D.C. 20202-4605
www.ed.gov

**Clark Atlanta University Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Clark Atlanta University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information for your education records. However, Clark Atlanta University may disclose appropriately designated “directory information” without the written consent, unless you have advised Clark Atlanta University to the contrary in accordance with Clark Atlanta University procedures. This primary purpose of directory information is to allow Clark Atlanta University to include this information from your education in certain publications. Examples include:

- The annual yearbook
- Dean’s list, honor roll or other recognition lists
- Graduation program
- Sports activity sheet

**OFFICIAL ABSENCE EXCUSES / DESIGNATED AUTHORITY FOR OFFICIAL CLASS ABSENCE EXCUSE**

Each instructor has the responsibility to establish a requirement for attendance and participation in all course activities and include it in the course syllabus. When a student is absent, instructors may accept a student’s explanation for absence(s) or refer the student to the designated authority (see below) for an Official Absence Excuse Form. When a student has missed an examination or failed to meet the deadline for an assignment, he/she must obtain an Official Absence Excuse
Form. Students missing examinations because of illness or authorized absences are entitled to makeup the examination or assignments.

<table>
<thead>
<tr>
<th>Reason for Absence</th>
<th>Designated Authority</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergencies (deaths, natural disasters)</td>
<td>Dean of Students Student Affairs</td>
<td>Student documentation as determined by Dean of Students, Student Affairs</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Course Faculty</td>
<td>Jury Summons and Release Form</td>
</tr>
<tr>
<td>Medical (off-campus students)</td>
<td>Health Center Director</td>
<td>Student documentation per Student Handbook</td>
</tr>
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<td>Health Center Director</td>
<td>Student documentation per Student Handbook</td>
</tr>
<tr>
<td>Official Athletics Activities (e.g., student-athletes, cheerleaders, student assistants)</td>
<td>School Deans</td>
<td>Documentation (team roster) provided to Deans by Athletic Director</td>
</tr>
<tr>
<td>Official University Business (e.g., musical ensembles, SGA, etc.)</td>
<td>School Deans</td>
<td>Documentation (letter, roster, agenda, etc.) provided by Sponsoring Department to School Deans</td>
</tr>
<tr>
<td>Interviews (off-campus)</td>
<td>Course Faculty</td>
<td>Prior permission of Faculty</td>
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<tr>
<td>Interviews (on-campus)</td>
<td>Course Faculty</td>
<td>Prior permission of Faculty</td>
</tr>
<tr>
<td>University Sanctioned Assemblies (e.g., Convocations, lectures, etc.)</td>
<td>Course Faculty</td>
<td>University Schedule / Prior Permission of Faculty</td>
</tr>
<tr>
<td>Other</td>
<td>Dean of Students, Student Affairs (as appropriate)</td>
<td>Student Documentation as determined by Dean of Students, Student Affairs</td>
</tr>
</tbody>
</table>

(30)
GENERAL INFORMATION ABOUT CAMPUS SAFETY AND SECURITY

The Department of Public Safety takes seriously the safety, security and well-being of the University community and our constituents. We believe in transparency and providing our community members with criminal statistics consistent with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. § 1092(f)), which requires the University to provide certain disclosures to current students and employees, applicants for enrollment or employment (upon request), and the U.S. Department of Education about crime on and around campus. This information, including campus crime statistics and statements concerning the University's security policies, are prepared, published and disseminated annually in the University's "Your Right to Know" Annual Security and Fire Safety Report.

The Department of Public Safety office operates 24 hours a day and is housed in the Tanner Turner building (#19), which is located directly behind Pfeiffer Hall. The Department of Public Safety handles emergencies and routine telephone and radio communications through its communications/dispatch center.

1. Reporting a Crime or Suspicious Behavior or Activity

Any crime or suspicious activity seen in the parking lots or loitering around vehicles, inside buildings, or around residential halls should be reported immediately to the Department of Public Safety by calling 404-880-8623 (non-emergency) or 404-880-8911 or 8911 (emergency), by visiting the department in-person, or by sending an anonymous tip via email or letter to any staff member of the Department of Public Safety using the Crime Tip and Whistle Blower Information Form, which can be accessed at CAU website at You may also use the Emergency Call Boxes located throughout campus and in all of the elevators. The campus Emergency Call Boxes provide the user with immediate emergency notification to the Department of Public Safety’s Communications/Dispatch Center for immediate officer response during emergency situations. The Department of Public Safety handles emergencies and routine telephone and radio communications through its communications/dispatch center.

In addition, you may report a crime to the following departments:

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<thead>
<tr>
<th></th>
<th>Department</th>
<th>Phone Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Dean of Students</td>
<td>404-880-6360</td>
<td>Student Center, Suite 250</td>
</tr>
<tr>
<td>2</td>
<td>Associate Dean of Students/</td>
<td>404-880-6243</td>
<td>Student Center, Suite 250</td>
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<td></td>
<td>Chief Judicial Affairs Officer</td>
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<tr>
<td>3</td>
<td>Director of Student Health Services</td>
<td>404-880-8322</td>
<td>CAU Suites, 128 Mildred Street</td>
</tr>
<tr>
<td>4</td>
<td>Director of Residence Life</td>
<td>404-880-8020</td>
<td>307 Kresge Hall</td>
</tr>
<tr>
<td>5</td>
<td>Counseling and Disability Services</td>
<td>404-880-8044</td>
<td>210 Kresge Hall</td>
</tr>
</tbody>
</table>
When reporting crimes or suspicious activity, be sure to provide the following information:

- Nature of
- the incident;
- Persons involved;
- Your name and address for police record;
- The location from which you are calling;
- Injuries, if any;
- Weapons, if any; and
- Any other pertinent information you feel is important or necessary.

The University encourages anyone who is the victim or witness to any crime to promptly report the incident to the Department of Public Safety or the Atlanta Police Department. Because police reports are public records under state law, police reports cannot be held in confidence. Victims of sexual violence (i.e. rape, sexual assault, sexual battery, etc.) may choose to confidentially report crimes to the Office of the Dean of Students, Student Health Services, the Title IX Coordinator or other designated campus security authorities, such as RAs and RDs. All reports, however, will be included in the crime statistics included in the Annual Security and Fire Safety Report, with victims' name withheld as confidential.

2. Timely Warnings of Criminal Activity

If a situation arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued by the Department of Public Safety through the University e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice in each residence hall, on the entrance to and exit from the dining hall, and in each classroom facility. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone (404) 880-8911 or in person at the dispatch center within the Department of Public Safety.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General Policy

The University has adopted an Emergency Action Plan, which includes information about the Campus Incident Response Management Team (CIRMT) and establishes the guidelines the University will follow to ensure the maximum use of all available resources in the event of an emergency in order to minimize injury and/or loss of life, property damage and ensure university continuity of operations and recovery processes. CIRMT members include the President or his/her designee, the Provost, the Chief of Police, the Department of Public Safety, the CIRMT Leader and other designated campus officials.

The determination of the existence of a significant campus emergency or dangerous situation, however, will be made solely by the University President or his/her designee. When evaluating
whether an extreme emergency or dangerous condition exists, the University President will consider the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials. When a declaration of campus state of emergency is made, the Department of Public Safety, as required, will place into immediate effect the appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain educational facilities.

As soon as the University has confirmed that a significant emergency or dangerous situation exists, the University will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its Emergency Notification System and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Department of Public Safety and CIRMT personnel have received training in extreme emergencies and responding to critical incidents on campus. When an incident that causes an immediate threat to or dangerous condition for the campus occurs, the CIRMT will be activated and will report directly to the CIRMT Leader.

If the University requires outside assistance, that assistance may be requested by the Chief of the Department of Public Safety from the Atlanta Police Department and/or the City of Atlanta Fire Rescue Department. In certain circumstances, the Chief of the Department of Public Safety may request aid from other schools within the Atlanta University Center and/or state officials. A decision to use non-University resources to aid in an emergency will be made by the CIRMT Leader, the Chief of the Department of Public Safety or the President’s Office.

To test the practicality and effectiveness of its Emergency Action Plan, the University conducts numerous periodic emergency response exercises, at least, once a year, such as orientations, tabletop exercises, drills, and functional simulated emergency testing. These exercises may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University. The results of all fire drills and evacuations are noted and evaluated by the Department of Public Safety the week following the drills and evaluations. The Department of Public Safety will contact the building manager to discuss any concerns with the execution of the evacuation procedures. The building manager is then expected to re-educate his or her building staff on proper fire and evacuation procedures.

General information about the University’s emergency response and evacuation procedures will be publicized each year as part of the University’s Clery Act compliance efforts and made available on the Department of Public Safety’s homepage located on the University’s website.

**Student Sign-Up for Emergency Notifications**

In the event of a confirmed emergency or dangerous condition, the entire campus community (i.e. students, faculty and staff) will be notified through the CAU Emergency Notification System, which is managed by the Office of Technology & Communications and provides real-time emergency information to the campus community via mass e-mail, SMS text, voice mail, cellular phones and home phones (if applicable). Students are encouraged to sign up for emergency notifications and should take the responsibility for regularly checking their email,
cellular phones, home phones and voicemails. In order to receive campus-wide email announcements, students must have a cau.edu email account, which is provided to each student upon enrollment.

**Notification to the CAU Community about an Immediate Threat or Dangerous Condition**

Upon confirmation of a serious medical emergency, extreme weather conditions (such as an approaching tornado or hurricane), chemical spills or release of hazardous gases, bomb threats, civil unrest or rioting, fire or explosion, the presence of an armed campus intruder, or other emergency that poses an immediate threat to or creates a dangerous condition for the campus, the CIRMT Leader will immediately notify the campus community using the CAU Emergency Notification System. The CIRMT Leader, Director of Marketing and Communications and the Chief of the Department of Public Safety will collaborate to determine the content of the notification, depending on the nature of the situation.

Other means of communications to the campus community, as well as individuals and organizations outside the campus community (e.g. parents and guardians) include, but are not limited to, word-of-mouth notifications, University and non-University media outlets, megaphones and vehicle intercom systems by the Department of Public Safety, and activation of building alarms.

1. **General Inclement Weather Events**

In the event of inclement weather and/or emergency weather-related university closings, the AUC Consortium Executive Director will contact the AUC Inclement Weather Team to jointly make a decision.

   a. **Predicted Inclement Weather Reports**

The AUC Inclement Weather Team should meet or teleconference following the first weather report of predicted inclement weather. In most cases this should be the day before the weather is predicted to occur.

   i. The AUC Inclement Weather Team will connect again on that evening to make a decision to close or to stay open. If all agree, the Executive Director and the designated University official will contact the media to place the appropriate announcement.

   ii. If all do not agree, a final decision will be made by 5:00 am the following morning.

Each designated university official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated university official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions

   b. **Unpredicted Inclement Weather Reports**
Each designated member of the AUC Inclement Weather Team is to make contact with their University President and/or their Chief of Staff for a decision to dismiss, open or close. Once the University President makes the decision, the designated team member should contact the Executive Director to schedule an emergency meeting or teleconference to finalize the joint decision.

Each designated university official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated university official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

2. Specific Inclement Weather Events

In the event of a tornado watch, blizzard, ice storm or other severe weather condition, the University's campus security dispatcher will immediately notify the Shift Supervisor and the Chief of Police/Director of Public Safety of the condition. The Department of Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions. During a tornado warning, Building Coordinators and Hall Directors will be responsible for moving occupants to the hallways, lower levels of campus facilities, or other designated areas.

The Department of Public Safety will also notify the following campus officials:

- The Campus Incident Response Management Team (CIRMT) Leader
- President
- Chief of Staff and Special Assistant to the President
- Provost/Vice President for Academic Affairs
- Director of Marketing and Communications
- Vice President of Enrollment Services and Student Affairs

The University Provost will make a determination whether to cancel classes. Members of the campus community (i.e. students, faculty and staff) will be notified using the campus Emergency Notification System.

Evacuation Policy

The decision to implement campus-wide evacuation procedures generally rests with the Chief of Staff/Special Assistant to the President, the President’s Office and the Department of Public Safety. When evaluating whether campus-wide evacuation is necessary, consideration will be given to the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials.

If evacuation becomes necessary, the Department of Public Safety will direct all individuals to designated Emergency Assembly Areas. Upon arrival at the designated Emergency Assembly Areas, the Department of Public Safety, building managers, hall directors and resident assistants will secure the area according to their designated duties and will account for all known personnel, students and visitors. The Vice President of Student Affairs or designee will communicate the status of the residence halls and occupants to the CIRMT Leader. Non-
residential building information will be communicated by building managers to the CIRMT Leader, who will provide information to the Department of Public Safety. Resources and emergency response teams will then be directed to each affected building as needed.

The University strongly encourages the campus community and its visitors during an authorized evacuation to never use an elevator when exiting buildings, to treat every alarm as an actual emergency, and to remain calm. Individuals with temporary or permanent disabilities will be assisted by building managers, hall directors, resident assistants and/or other designated personnel. Individuals with temporary or permanent disabilities must be familiar with their needs during an evacuation and are expected to convey those needs to their supervisors or instructors and the Office of Disability Services at the earliest possible date.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

If anyone has reason to believe that a student, regardless of whether he or she lives on campus or off campus, is missing, he or she should immediately notify the Department of Public Safety by calling (404) 880-8911. If one calls 911, the operator will forward the call to the Department of Public Safety. The Department of Public Safety will then generate a missing person report and initiate an investigation in conjunction with the Vice President for Enrollment Services and Student Affairs.

If, after investigating a missing student report, the student has been determined missing for 24 hours, the Department of Public Safety will notify the Atlanta Police Department and the Georgia Bureau of Investigations, unless these agencies were the entities that made the determination that the student is missing. The Department of Public Safety will also notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the student is under 18 years of age and is not emancipated, the University is required to notify the student’s custodial parent or guardian not later than 24 hours after the time the student is determined to be missing. The Vice President of Student Affairs will notify all designated campus officials for the purposes in aiding in the search and location of the student.

All students, regardless of age, have the option to register a general emergency contact. Students also have the option to identify one or more individuals to be contacted by the University solely in the event the student is determined to be missing for more than 24 hours. A student is not prohibited from identifying the same individual for the purposes of both general emergencies purposes and missing person notifications. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing as described above.

If a student wants to identify a confidential contact person for missing persons purposes, he or she may do so through the University Housing website (if the student lives on-campus) or the Banner Web system website. A student’s contact information will be registered confidentially and be accessible only by authorized campus officials and law enforcement in the course of the investigation.
ELECTRONIC COMMUNICATIONS AND PANTHEREXPRESS MAIL

Clark Atlanta University considers electronic communication (i.e. email) an official method of communication. We recognize that it allows and promotes timely delivery of information to our students and assists us in achieving our strategic objective by linking students and faculty members, fellow students and staff. Students can expect important notices about deadlines, upcoming events, emergency notification and other information to be sent electronically to their CAU email accounts. Students must regularly check their accounts for activity. Mass electronic mailing to students will be accomplished through the use of distribution lists which are administered by Academic and Service departments of Clark Atlanta University. Computer email accounts are available to all Clark Atlanta University students and employees, and are issued automatically to new students. Students holding computer accounts are required to follow all Clark Atlanta University policies and procedures governing the use of all computer resources. Computer use must be in accordance with all applicable laws, regulations, and policies, including but not limited to the Georgia Computer Systems Protections Act, O.C.G.A. §§ 16-9-90 et seq. Students are assigned a user ID and password for their personal use only and must not cause them to be known or used by any other person. Access to any university computer resource is a privilege granted by Clark Atlanta University and account holders are solely responsible for the security of the assigned user ID(s) and password(s). Official e-mail correspondence will indicate the service or academic department sending the correspondence.

HOW TO CHECK YOUR CAU EMAIL: Just click "Mail" on the Clark Atlanta University homepage, www.cau.edu or type www.outlook.com in your browser. Enter your USERID (firstname.lastname@students.cau.edu) and password.

HOW TO RESET/UNLOCK YOUR PASSWORD: You can reset or unlock your password by either going to the CAU website or clicking on "My Password Portal" or type http://mypassword.cau.edu in your browser. Click on the "Reset Your Password" and follow the prompts (you will need to know your USERID and 900#).
INTELLECTUAL PROPERTY POLICY

As a leading research institution, Clark Atlanta University (CAU) through the Division of Research, Sponsored Programs and Community Outreach encourages the faculty, research scientists, postdoctoral associates, staff, students, and volunteers to engage in research activities and creative work that lead to inventions, innovation, discoveries, and copyrightable works that are patentable, copyrightable or qualify for a trademark, technology transfer, and that fosters the general development of intellectual property.

Consistent with the Bayh-Dole Act of 1980 (P.L. 96-517), it is also the policy and responsibility of the University and other affiliated organizations, such as a university-connected research corporation, to encourage the use of such discoveries, inventions, and copyrightable works for the good of the public and to provide equitable distribution between the University and the investigator/inventor/author(s) of net licensing revenue resulting from the commercialization of novel discoveries, inventions, and copyrightable works that the University owns in whole or in part.

This policy applies to all research and creative works (discoveries, developments, inventions, or copyrightable) made by persons employed (either as full-time, part-time or temporary employees) by CAU or affiliated organizations, research scientists, visiting scientists, postdoctoral associates, students, volunteers, and other persons using University facilities and resources. The University remains committed to academic freedom.

The Vice President (VP) of Research, Sponsored Programs and Community Outreach with the assistance of the staff in technology transfer and licensing, General Counsel, Provost/Vice President for Academic Affairs, and an ad hoc advisory committee approved by the President is responsible for implementing this policy.

In the event the determination is made that no University sponsorship, external funding or significant use of University resources was involved, and the work did not result from activities performed within the scope of employment or association with CAU, the VP shall advise the University to waive all claims. If not, the VP shall determine the terms of the modification of the sponsorship agreement, intellectual property agreement, or licensing agreement as it relates to patents and copyrights, and so advise the President.

In evaluating inventions, discoveries, intellectual property, filing patents and copyrights applications, licensing, administration of patents and copyrights, the University may obtain legal and technical assistance or external services from independent patent and copyright organizations.

The Intellectual Property Policy comprises both a patent policy and a copyright policy and is published in detail in the current CAU Faculty Handbook as well as posted on www.cau.edu/research-sponsored-programs.

For further information about patents visit United States Patent and Trademark Office website (www.uspto.gov/main/patents.htm) and for copyrights, the United States Copyright Office website (www.copyright.gov).
INFORMATION TECHNOLOGY/ACCEPTABLE USE OF ELECTRONIC RESOURCES

The purpose of this statement is to set forth recommendations for university policy with regard to the use of cellular phones, laptops and other forms of electronic resources in the classroom. As a member of the learning community, each student has a responsibility to other students who are members of the academic community. When cell phones or other mobile devices ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost and Vice President for Academic Affairs prohibits students the use of all mobile communication devices during classes and must be turned off or put in a silent (vibrate) mode while attending classes. Given the fact that these same mobile devices are an integral part of the University’s emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their mobile devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor. Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class. The use of technology is up to the individual professor but overall usage is defined by the university and must not violate the academic integrity of the institution.

STUDENT USE OF INSTITUTIONAL TECHNOLOGY

Student use of institutional technology is imperative for maintaining best practices. CAU students must not upload/download/add software, potential viruses, or other questionable material onto university technological equipment. Students found violating and/or misusing institutional technology may result in disciplinary action.

Deviation and problems arising from student use of technology without permission from his/her instructor may also result in disciplinary actions. Additionally, with the availability of technology comes the need for more current guidelines on plagiarism and cheating via communication instruments.

Computer Use

Individual users are responsible for the appropriate use of University computers, and for taking reasonable precautions to secure the information and equipment entrusted to them. Users are responsible for adhering to University policies and practices to ensure information technology (IT) assets are used in accordance with policy guidelines, and reasonable measures are taken to prevent loss or damage of computer information and equipment. Furthermore, they are responsible for reporting inappropriate use of University computers, breaches of computer security, and assisting in resolving such matters.

Destruction, theft, alteration, or any other form of sabotage of University computers, programs, files or data is prohibited and will be investigated and prosecuted to the fullest extent of the law. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for
anything other than its intended use, without prior approval, is prohibited. Individual users are responsible for securing their PCs and laptops. Stolen hardware must immediately be reported to Campus Security.

**Responsible Use of Technology**

CAU provides a variety of computing resources including e-mail, Web services and Internet connectivity to its students and employees. These resources are a cost-effective way to conduct business. CAU wants to encourage the responsible use of computer technology by adhering to local, state and federal laws governing computer use. Violations of CAU computing resources include actions such as harmful actions towards minors, threats, harassment, use of obscenity, forgery, unsolicited e-mail, unauthorized access, collection of personal data, reselling services, service interruptions, physical security, copyright and trademark infringement among other things.

**System Access and Passwords**

Attempting to access University computers without specific authorization is prohibited. Any form of tampering, including snooping and hacking, to gain access to computers is a violation of University policy, and carries serious consequences. Student and employees are required to turn off computers at the end of the day, and when not in use for an extended period of time. This will help prevent computer security breaches and damage due to power surges. In addition, computer users must take other reasonable precautions to prevent unauthorized access of University computers.

Computer passwords are used to protect your computer, electronic files and other data. External attacks on computers often rely on weak passwords based on personal data and common words. By creating strong alpha numeric passwords you are protecting University data.

**SOCIAL MEDIA NETWORKING**

Social Media Networking has become a larger part of campus life. In order for students to use the CAU logo, they must get direct permission from the university. The CAU logo/emblem is used exclusively by officially authorized social media networking accounts such as CAU Twitter, CAU Facebook, etc. *Students are not permitted to use the CAU logo on any social media networking sites without direct consent from the University.* Students are also cautioned to use discretion when discussing, chatting, or posting photos about CAU. As the media changes, the university will remain committed to updating these policies to reflect contemporary technological changes. The committee understands that a variety of student groups utilize these social networking for a number of reasons, however, employing the CAU logo/emblem without proper authorization is forbidden. Please contact the Office of Student Affairs for permission to use the logo/emblem on individual pages, student groups, and even faculty/departmental use.

Students, faculty and staff must ensure that any social networking site that uses the CAU logo has not been compromised and is aligned with the CAU Mission and cultural creed. Students, faculty, and staff are cautioned to refrain from posting any material that would compromise the
academic integrity of the university as well as the cultural and educational creeds of the institution. Any person accused of posting objectionable material may be brought before the academic counsel and/or the student judiciary committee. Sanctions, to include expulsion, may be rendered.

**MEDIA CONTACT**

Students experiencing problems or who have concerns about the University should not call the media. They should use the proper campus resource protocols to express their sentiment, both positive and negative, about the University. The Dean of Students and the Executive Director of Student Affairs are available for students to express their concerns. Additionally, in the case of the emergency the appropriate university authorities will contact employees, staff, faculty and students. Communication will be distributed regarding inclement weather, an emergency on campus and other news that affects the day to day operations of this institution.

**SMOKE FREE POLICY**

In keeping with Clark Atlanta University’s long-standing policy to promote and protect the safety of our students, faculty and staff, smoking is prohibited in all university-owned buildings and/or controlled property. This policy also applies to contractors and visitors. Any exception to this policy shall be designated by the University’s Administration.

**ALCOHOL AND DRUG POLICIES**

The possession, sale, use or furnishing of alcohol on the campus of Clark Atlanta University is governed by University policy, Georgia state law and federal law. To that end, Clark Atlanta University prohibits the illicit or unauthorized possession, use, consumption, sale, manufacture, or distribution of illegal drugs and/or alcoholic beverages by its students and employees on University-owned and/or controlled property or as part of any University-related activities. The strict enforcement of alcohol laws on campus is the primary responsibility of the Department of Public Safety, and only under certain limited circumstances is the consumption of alcohol permitted on the University's campus. However, under no circumstances does the University condone the sale, furnishing or providing of alcohol to a person under the age of 21. The University further recognizes that the possession, use or purchase of or attempt to purchase alcohol by or on behalf of anyone less than 21 years of age is illegal.

The University has also been designated "drug-free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Department of Public Safety. Violations of this policy by any individual, organization or group will result in appropriate disciplinary action consistent with local, state, and federal laws and University policies and procedures, including, but not limited to, suspension, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.
In compliance with the Drug-Free Schools and Communities Act, Clark Atlanta University has adopted and implemented a program to prevent the illicit use of drugs and alcohol by its students and employees. The program is offered once a year and provides services related to drug and alcohol abuse including the dissemination of information materials, educational programs, counseling services, referrals and college disciplinary actions.

**DISORDERLY CONDUCT**

a) Physical assault, including, but not limited to, sexual assault, is prohibited. Intentional harassment of another person shall not be tolerated. Intentional harassment/bullying of another person. Harassment/bullying includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, derogatory comments on any social media sites, stalking or persistently bothering or annoying. Harassment/bullying may represent, but is not limited to, acts based on gender, race, religion, national origin, handicap, gender identity, sexual orientation or group/organization affiliation. A person found to have engaged in such conduct may also be subject to criminal and civil prosecution and liability under applicable federal civil rights laws.

All students shall comply with the directions of University officials or authorized agents acting in the performance of their duties. Any transferring (i.e. lending or selling) of student registration materials or student identification cards is prohibited. Malicious destruction, unwarranted damage or misuse of university property, items rented, leased or placed on the campus at the request of the institution, or items belonging to students, faculty, staff, and guests of the University or student groups is prohibited. Unauthorized possession of library books, or items placed in the library or defacement of library books and materials is prohibited.

**NOTICE OF NONDISCRIMINATION**

Clark Atlanta University does not discriminate on the basis of sex in its education programs and activities and is required under Title IX of the Education Amendments of 1972 and Title IX’s implementing regulations not to discriminate in such a manner. The prohibited sex discrimination covers sexual misconduct, including, but not limited to, sexual harassment and sexual violence, and extends to employment in and admission to such programs and activities. Inquiries concerning the application of Title IX may be referred to the Department of Education’s Office for Civil Rights (OCR) or the University’s Title IX Coordinator:

Ramona Roman  
223 James P. Brawley Drive NW  
Harkness Hall, Room 206  
Atlanta, Georgia 30314  
(404) 880-6158

Additionally, Clark Atlanta University does not discriminate on the basis of race, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic in its education programs and activities. The following person has been designated to handle inquiries regarding the University's Nondiscrimination Policy:

Chief Human Resources Officer  
223 James P. Brawley Drive NW  
Harkness Hall, Room 218  
Atlanta, Georgia 30314  
(404) 880-8402
SEXUAL HARASSMENT POLICY

Clark Atlanta University is committed to providing each student, faculty member, and staff member with an environment free from all forms of conduct that can be considered harassing, degrading, coercive, or disruptive, including sexual harassment. The University will not tolerate any actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic.

Sexual harassment is any unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature that denies or limits a student's ability to participate in or benefit from a school's education program. Generally, sexual conduct constituting sexual harassment can deny or limit a student's ability to participate in or benefit from the University's education program when (1) a teacher or other school employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct, or (2) when a teacher, school employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the University's program.

Depending on the harasser and the nature of the harassment, sexual harassment can take different forms, including that of sexual violence. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. The conduct can also occur in any school program or activity and can take place in University facilities, or at off-campus locations, such as a University-sponsored field trip or a training program at another location. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering benefits, perks or advantages of any kind in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Conduct that is criminal in nature, such as rape, sexual assault, sexual battery, domestic violence, stalking, dating violence and other legally defined sex offenses.

If you experience or witness sexual or other unlawful harassment in the workplace, classroom, in or on University-owned or -controlled property or at University-sponsored events, the University encourages you to report it immediately as provided in this handbook. You can raise concerns and make reports without fear of reprisal or retaliation. The University prohibits any form of
discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate the University's Equal Opportunity and Affirmative Action Policy or Sexual Harassment Policy, or which may be contrary to the University's Nondiscrimination Policy, will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any University official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office of Human Resources or the Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge or expulsion. Any person, regardless of his or her status, position or title, found to have violated the Sexual Harassment Policy is subject to penalties as severe as termination from employment, expulsion, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment. Students seeking to submit sexual harassment complaints should follow those Title IX complaint procedures detailed in Part Two of the Student Judicial Code of Conduct.

Students seeking to submit complaints involving allegations of other forms of unlawful discrimination/harassment, such as those based on race, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic covered under local, state and federal laws should follow the procedure set forth in the University's Nondiscrimination Policy.

POLICY ON PEACEFUL ASSEMBLY

Clark Atlanta University acknowledges the rights and privileges of students or groups of students to gather on university property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings. “Peaceful Assembly” is defined as any purposeful gathering on campus, in or outside a university building or facility, by one or more persons whose conduct is peaceful and is in accordance with the university rules, practice, and law. Peaceful Assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of university business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of university affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.
Persons planning or initiating such assemblies to be conducted on the University campus are requested to identify their groups and to state their purposes in advance to the appropriate university personnel through the Office of Student Affairs. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of university buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University’s policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The CAU Department of Public Safety may be required to assure that the rights of all concerned are protected. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner which interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable City and State laws.

ACCESS TO, USE AND SECURITY OF UNIVERSITY PARKING LOTS AND FACILITIES

Clark Atlanta University is a private institution located in the heart of Atlanta, Georgia, with an open campus. All buildings are equipped with emergency lighting, exterior security lighting, fire and smoke alarms, and panic-bar type doors. All residence halls have self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually. The Department of Public Safety and the Facilities Management Department also perform routine checks to make sure there’s adequate lighting in hallways or stairwells and at building entrances and exits.

1. Residence Halls

Residence halls are secured 24 hours a day and are controlled by an access control card system (i.e. Panther Paw Card). The Panther Paw office is responsible for data entry and card issuance procedures for this system. Residence hall rooms are accessed using a key system, which is controlled by the Office of Student Affairs and Residential Life. Students, residence hall directors and resident assistants assigned to reside in the residence halls have 24-hour access to their respective halls. However, over extended breaks, students, and resident assistants are denied access to the residence halls. Residence hall directors, students categorized as University athletes remaining on campus to compete in tournaments, and international students have year-round access to their respective residence halls. The doors to all residence halls are secured and monitored around the clock.

Most residence hall access is controlled by residents, who are advised to keep their rooms locked at all times. For security reasons, it is necessary for residents to carry their Panther Paw card and room key at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for a roommate, contact their Resident Director or contact the Facilities Management Department to gain entry into their room. Missing, lost, or stolen access cards and/or keys should be reported to the Department of Public Safety immediately. Door locks may be changed and new keys issued for a fee determined by the Facilities Management Department. Keys are not to be loaned or duplicated.

Residential Directors (RDS) are responsible for maintaining the standard of residential life within their respective halls and enforcing residence hall rules. RDS live in the residence halls, an arrangement which provides an opportunity for them to plan, coordinate, and implement safety measures working in conjunction with the Department of Public Safety in the following manner:
• Reporting strangers in their area;
• Controlling and monitoring access to the buildings;
• Advising safe off-campus practices through residential life education; and
• Coordinating walk through inspections.

Although the RDs are responsible for enforcing residence hall rules in order to implement safety measures, each student residing in on-campus residential halls is required to share in the responsibility for the security of their building. These requirements are as follows:

• Follow access control policies related to students and his/her visitor(s).
• Report lost access cards immediately to the Residential Director and Public Safety representatives.
• Prevent the duplication of residential room keys.
• Report defective and inoperative access control devices and security Equipment.
• Avoid “propping” the doors to residential, recreational and academic facilities open.
• Display student identification cards and adhere to visitation rules.

Each student should recognize that residence hall visitation is a privilege and not a right, and therefore may by suspended by the Office of Student Affairs. Residential hall visitation hours vary throughout the week, and are determined by the Office of Student Affairs. The normal periods for visitation in the residence halls are Monday through Sunday from 6:00 p.m. to 11:30 p.m. However, these hours are subject to change.

2. Administrative and Academic Buildings

All administrative and academic buildings are open during normal business hours (9:00 a.m. - 5:00 p.m.) to those who require access. All non-resident buildings are locked down and/or opened by the Department of Public Safety personnel based upon the schedule of activities, with the exception of Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church. Access to Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church is controlled by an access card system.

3. Parking Access and Control

Vehicles entering and exiting the main campus are monitored. Currently, vehicular access routes along public streets are not under strict control procedures. However, proactive patrolling is used to monitor vehicular access. All vehicles parked on university property must have either an authorized parking permit or a vendor pass. Vehicles not displaying one of the above documents are encouraged to park in the university parking deck. Campus parking regulations are strictly enforced. Enforcement includes warnings, traffic citations, booting and towing.

4. Athletic Facilities

The Department of Public Safety secures the outside perimeter of all CAU athletic facilities and is authorized to maintain the keys to gates and perimeter entrances to those facilities. The athletics department’s facilities manager is responsible for securing the interior of the perimeter. Hours of access vary depending on the season but are typically between the hours of 5:00 am - 10:00 pm in season and normal business hours during the off-seasons. Only students, faculty and staff are permitted to use athletic facilities.
• **Men's and Women's Basketball and Volleyball:** - The Panthers and Lady Panthers play their HOME matches at Epps Gymnasium located at 650 Fair Street, Atlanta, Georgia, 30314. A parking lot is available on a first come, first serve basis FREE of charge and buses should be park in the main gymnasium parking lot.

• **Football:** Panther Stadium located at 735 Beckwith Street, Atlanta, Georgia, is HOME to the CAU Panthers football team.

• **Baseball:** All CAU Baseball HOME games are played at Bill Evans Field located at 3636 College Street, College Park, Georgia.

• **Softball:** CAU HOME Softball Games are played at Panther Field located on campus next to the football stadium. The Field is located off Martin Luther King Jr., Boulevard.

• **Women's Tennis:** CAU Lady Panthers, the 2011 SIAC Women's Tennis Champions, plays their HOME matches at the CAU Courts located directly in front of Epps Gymnasium. Directions: From Northside Drive (heading toward downtown Atlanta) make a left onto Larkin Street and the tennis courts will be \( \frac{1}{4} \) of a mile on the right.

5. **Scheduling Events**

Scheduling of events and activities is done on a first-come first-served basis. Students will be given preference in the Student Center when rooms are available. Reservation request forms may be obtained from the Department of Leadership and Student Development located in the Student Center, Suite 245. Reservations for food service should be made with the University’s contracted food service vendor. Food will not be permitted in the academic lounges, study rooms and classrooms.

Groups or individuals reserving space in university facilities shall be responsible for the behavior of their members and guests. Individuals or groups shall be responsible for any negligent damage of any university property, and damages shall be charged to the individuals or groups using a facility at the time damages occur.

The University will not be responsible for any articles lost in its facilities. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a university official and without notice to the Department of Public Safety.

**SOLICITATION ON CAMPUS**

Solicitation on university property is generally prohibited. Individual students and organizations recognized by the University must comply with the regulations governing solicitation as provided herein and with the approval of the Dean of Students.
DISTRIBUTION OF LITERATURE

The encouragement of freedom of speech and expression is highly valued by the University. Distribution of noncommercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

- Distribution of literature in University-owned buildings by individual students or by organizations recognized by the University may occur only with prior written permission. A request for the required advance permission should be submitted to the Dean of Students.
- In no case may any distribution include materials which are libelous, obscene, or violate or encourage the violation of federal, state or local laws, or the Code of Student Conduct.

ADVERTISING

Regulations relating to posting of materials on campus shall apply to all students and organizations. General Regulations:

- A sealed stamp of approval for the posting of advertisements by students and or organizations must be obtained from the Office of the Dean of Students, Student Center, Suite 250.
- All materials must clearly identify the organization or person posting the advertisement. All materials must be removed within 24 hours following the event advertised. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action for the organization and/or person.
- Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
- The posting of materials in the Residence Hall is permitted only with the advance approval of the Office of Residence Life or the Hall Director at the time, place, and manner they designate.
- All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme of the advertisement. When sponsors are used, approval must be obtained from the Dean of Students.
- Publicity encouraging the direct consumption of alcohol is prohibited.

USE OF AMPLIFYING EQUIPMENT

Any use of amplifying equipment, including sound trucks, on University-owned property requires the prior approval of the Executive Director of Student Affairs. Amplifying equipment may not be used on the Promenade during regular business hours Monday through Friday between the hours of 9 am and 5 pm.
STUDENT LIFE

LEADERSHIP AND STUDENT DEVELOPMENT

Leadership and Student Development provide students with educational experiences beyond the classroom. Participation in substantive program activities can afford students a variety of pleasurable and enriching experiences which will augment classroom instruction and better equip them to discharge personal and citizenship responsibilities. Through clubs and organizations as well as cultural, social, recreational, and leadership programming, student life programs and student activities make available to students as many opportunities as possible for leadership development and self-realization. More specific information and guidelines on student activities and student organizations can be found in the Student Organization Handbook. Copies can be obtained from the Department of Leadership and Student Development.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) consists of students that assist the Department of Leadership and Student Development in identifying, planning, implementing and evaluating cultural, social, and educational and entertainment activities for the students. The Board is composed of students who are selected by the Department of Leadership and Student Development and recommended by faculty and staff through an application process.

POLICIES GOVERNING STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations at Clark Atlanta University provide many opportunities for students interested in out-of-class participation, fellowship and leadership development. All organizations on campus are nonprofit. They must register with the Department of Leadership and Student Development to use University facilities and services. To retain its status on campus, each organization must adhere to the following guidelines:

CHARTERING PROCEDURES FOR STUDENT ORGANIZATIONS

1. Student groups seeking authorization to function as approved student organizations shall first submit a proposed constitution and organization application to the Department of Leadership and Student Development. The constitution shall be consistent with University regulations and policies governing student life.

2. Chartered student organizations (fraternities and sororities) shall submit an organization application, and national and chapter constitutions to the Department of Leadership and Student Development. The chapter constitution shall be consistent with University regulations and policies governing student life.

3. Upon receipt of the constitution, the Department of Leadership and Student Development shall present the proposed constitution to the Executive Director of Student Affairs for final action.

4. Each student organization shall have two representatives’ at all mandatory organizational workshops (Fall and Spring Leadership Institutes).

5. Student organizations shall conduct two campus or community service projects each semester.
6. Student organizations are entitled to the use of University facilities; use of campus bulletin board space; publicity for events and activities in University publications; and guidance and assistance from the Department of Leadership and Student Development in planning activities.

**ADVISOR**

The duties of the advisor shall be to counsel, guide and advise. Each student organization must have two advisors. Advisors are to be members of the faculty or staff approved by the Department of Leadership and Student Development. A statement of consent must be signed and filed annually with the Department of Leadership and Student Development.

**REVOCATION OF CHARTER**

1. The Department of Leadership and Student Development through the Director of Leadership and Student Development may recommend the revocation of the charter of a student organization to the Executive Director of Student Affairs. The reasons for revocation of charters include, but are not limited to, inactivity, violations of University policies, or other reasons deemed appropriate.

2. Before an organization is regarded as active for any given year, a roster of officers, members and advisors, along with the time and place of regular meeting dates, should be completed and on file in the Department of Leadership and Student Development by the fourth week of each semester.

3. Any organization which encourages the violation of University regulations forfeits the right to function on the campus.

**GENERAL REGULATIONS GOVERNING FRATERNITIES, SORORITIES, PROFESSIONAL AND SOCIAL FELLOWSHIP ORGANIZATIONS AND GREEK LIFE**

The Clark Atlanta University Pan-Hellenic Council is comprised of nine (9) historically African-American fraternities and sororities. Its purpose is to serve as the coordinating agent of the constituent members in the furtherance of their national programs. Additionally, they promote unity on college and university campuses and within the communities where graduate and/or alumni chapters are located.

There are also additional Greek-letter organizations that operate outside of the Pan-Hellenic Council. These Greek-letter organizations are comprised of service, professional and academic organizations, as well as honor societies. The organizations will be governed and regulated by their national policies and the established policies of Clark Atlanta University. Clark Atlanta University policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, Clark Atlanta University policies.

Fraternities and sororities are expected to comply with regional, national, and institutional regulations governing their respective organizations as well as those established by the campus Pan-Hellenic Council and University Code of Student Conduct. Further, they are required to adhere to the published rules and regulations governing student organizations.
Prospective students interested in obtaining membership in campus Greek-letter fraternities and sororities must have the minimum requirements set by the University and additional requirements set by the individual organization. All students interested in obtaining additional information and regulations concerning Greek Life should contact the Department of Leadership and Student Development, Student Center, Student Center, Suite 245.

All Greek-letter organizations must submit the required forms to the Department of Leadership and Student Development for approval of the prospective members. The organization’s president or in-take chairperson must provide a written statement signed by each organization member stating their compliance with the rules and regulations regarding hazing. Organizations must not hold any activities with or for prospective members before the official membership in-take period as stipulated by the Department of Leadership and Student Development.

Annually, Greek-letter organizations must provide the Department of Leadership and Student Development with general guidelines on membership required by their local, state, or national office. All organizations must follow the rules and regulations regarding hazing on a state, local and national level in addition to the policy of Clark Atlanta University regarding hazing. The hazing policy is located in the Student Code section of this handbook.

Advisory Councils for National Pan-Hellenic Greek Organizations and Other Greek Councils

Both of these advisory councils are composed of students, faculty, staff and personnel from the Department of Leadership and Student Development. These committees/councils are known as:

a. National Pan-Hellenic Council (Divine Nine)

b. Greek Service Council (Other Greek-letter organizations)

The primary concern of the advisory councils/committees is with the conduct and activities of student organizations in accordance with the University policy relative to student organizations. They serve as an advisory and recommending board/committee to the Director of Leadership and Student Development who, along with the Executive Director of Student Affairs, makes appointments to these committees.

Advisor

The duties of the advisor shall be to counsel, guide and advise. Each student organization must have two advisors. For NPHC organizations, one of the advisors must be an active member of the alumni/alumnae chapter that provides oversight to their chapter. All other advisors are to be full-time members of the faculty or staff approved by the Department of Leadership and Student Development. A statement of consent must be signed and filed annually with the Department of Leadership and Student Development.

Securing advisors is the sole responsibility of the organization. If the organization cannot secure an on-campus advisor or if the advisor resigns, the organization’s Clark Atlanta University charter will be suspended until a new on-campus or graduate advisor can be secured by the organization. The Department of Leadership and Student Development must be notified immediately whenever an on-campus advisor/graduate advisor resigns.
In addition to adhering to all guidelines governing advisors in general, the following guidelines shall apply to advisors of Greek-letter organizations:

1. Provide counseling, leadership and direction regarding the interpretation of University policy, role and mission of Greek-letter organizations.
2. Ensure the adherence to University policy and guidelines regarding Greek-letter organizations.
3. Certify the membership eligibility of each student and submit the list of eligible students to the Director of Leadership and Student Development or his/her designee.
4. Attend and remain present for the duration of all organizational meetings and sponsored activities.
5. Assist the respective organization with the formulation and implementation of all academic, service, and social activities.
6. Ensure that the governing bodies of the Greek-letter organization (local, regional, and national) are made aware of the rules, policies, goals, and objectives of the University.
7. Monitor the study sessions during the in-take process.
8. Report infractions of University and/or organizational rules and regulations to the Director of Leadership and Student Development or his/her designee.
9. Review all programs/objectives of the organization and the academic standings of its members and report the assessment to the Director of Leadership and Student Development or his/her designee at the end of each academic school year.
10. Know the chapter, regional and national policies and regulations of their organization as the University policies and regulations govern Greek-letter organizations.
11. Perform other duties and responsibilities that may be designated by the Vice President for Student Affairs or his/her designee, the Executive Director of Student Affairs, Director of Leadership and Student Development, etc.
12. For at least one of the NPHC advisors, he/she must be an active member of the alumni/alumnae chapter providing oversight to the undergraduate chapter, and must be appointed by the supervising alumni/alumnae chapter.

THE ROLE OF GREEK-LETTER ORGANIZATIONS

The role of Greek-letter organizations on the campus of Clark Atlanta University shall enhance the academic, cultural, political and social climate of the University through formalized campus and community activities. Greek-letter organizations provide their members with a strong bond of friendship and esprit de corps. To fulfill this role, Greek-letter organizations shall:

1. Promote academic excellence through the sponsorship of activities such as tutorial services and academic competition.
2. Promote African American and other cultures by emphasizing the histories and achievements of the respective organizations.
3. Serve as role models and sponsor activities that promote appropriate behavior, conduct, dress, as well as sound moral and ethical values.
4. Promote unity among all Greek-lettered organizations (social & service) through collaborative activities.
5. Work to accomplish established institutional goals for the Greek-letter community.
GREEK LIFE

The NPHC Greek-letter fraternities and sororities with University charters at Clark Atlanta University are:

Alpha Phi Alpha Fraternity, Inc. - Alpha Phi Chapter
Kappa Alpha Psi Fraternity, Inc. - Gamma Kappa Chapter
Omega Psi Phi Fraternity, Inc. - Beta Psi Chapter
Phi Beta Sigma Fraternity, Inc. - Psi Chapter
Iota Phi Theta Fraternity, Inc. - Epsilon Beta Chapter
Alpha Kappa Alpha Sorority, Inc. - Alpha Pi Chapter
Delta Sigma Theta Sorority, Inc. - Sigma Chapter
Zeta Phi Beta Sorority, Inc. - Psi Chapter
Sigma Gamma Rho Sorority, Inc. - Phi Chapter

The Greek Service Council Greek-letter fraternities and sororities with University charters at Clark Atlanta University are:

Alpha Phi Omega National Service Fraternity, Inc., Chi Omicron Chapter
Gamma Phi Delta Sorority, Inc., Alpha Delta Chapter
Gamma Sigma Sigma National Service Sorority, Inc., Zeta Omega Chapter
Kappa Kappa Psi National Honorary Band Fraternity, Inc., Iota Tau Chapter
Tau Beta Sigma National Honorary Band Sorority, Inc., Theta Nu Chapter
Sigma Alpha Iota International Music Fraternity, Inc., Kappa Delta Chapter

UNIVERSITY MEMBERSHIP REQUIREMENTS

The following criteria for membership shall govern:

1. All students interested in membership (prospective) must complete the membership intake class conducted by the Department of Leadership and Student Development. Only students whose names appear on the eligibility list are to be considered for in-take. Any organization violating this rule will be suspended.

2. In order to participate in the in-take process for an NPHC organization, a new student must be in residence one academic year before he/she is eligible for in-take and must have earned a minimum of 28 semester hours. This requirement may be different for Greek Service Council Organizations.

3. Transfer students from an accredited school who satisfy all requirements are eligible for in-take during the second semester of matriculation at Clark Atlanta University and must have completed a minimum of 28 semester hours with a minimum of 12 of those 28 semester hours having been earned at CAU.

4. No student carrying less than twelve semester hours is eligible for in-take activities, unless it is the last semester of his/her senior year and has been verified through the Office of the Registrar.

5. The minimum GPA for students to participate in the intake process with an NPHC organization shall be 2.70, unless the national organization has a higher GPA requirement. The minimum GPA for students to participate in the intake process with a Greek Service Council organization shall be 2.5.
6. The maximum number of students allowed to participate in a single in-take process shall be thirty-five (35). This number may be increased either by a vote of the CAU NPHC chapter, or with written approval by the Director of Leadership and Student Development and the Executive Director of Student Affairs.

7. An intake process may occur only once during each semester/session.

8. Students are eligible for in-take if their financial accounts with the University are current, and if they are not on University disciplinary probation or suspension.

9. No student will be eligible to participate in the in-take process in any Greek-letter organization until the student’s average has been compiled from the official grade records in the Office of the University Registrar, pursuant to the guidelines established under the University’s policy on access to records.

10. The names of all persons and their grade point averages must be submitted to the Director of Leadership and Student Development at least ten (10) days before the actual in-take initiation process begins.

11. Graduate students may not be initiated into an undergraduate NPHC chapter.

12. No Greek-letter organization may function independent of the National Pan-Hellenic Council or Greek Service Council.

13. To maintain active status a member must earn a minimum 2.50 grade point average each semester.

14. A chapter must earn a minimum 2.50 cumulative grade point average to remain active each semester.

RULES AND REGULATIONS GOVERNING THE IN-TAKE PERIOD

The following rules and regulations shall govern the In-Take process for all Greek-letter organizations:

1. The University shall designate the beginning and ending of the in-take period which shall not exceed twenty-eight (28) calendar days. The first fourteen (14) calendar days will be used to process administrative paperwork only. The other fourteen (14) days shall be used to complete the remaining allowable in-take activities. The in-take process shall commence at the same time for each organization.

2. In-take activities are not to interfere in any manner with classroom work or University work-study assignments of students. Any organization violating this rule is subject to probation or suspension.

3. Each Greek-letter organization shall designate an appropriate on-campus location for the purpose of classroom study for its in-take participants. The designated location shall be reported to the Director of Leadership and Student Development or his/her designee. Student sessions shall be held from 7:00 p.m. to 10:00 p.m., Monday through Friday. No weekend activities will commence before 6:30 a.m., and all activities will cease and desist by 12 midnight throughout the designated period.

4. In-take activities must take place on the campus unless special permission is granted by the Executive Director of Student Affairs or the Director of Leadership and Student Development.

5. Potential members may be given membership notebooks. These notebooks may only provide reference material on the organization’s national and local history. No new member shall be required to carry a membership notebook.
6. Potential and current members may have one-on-one or group interviews to get to know each other.
7. Potential members will not be required to secure the signatures of active members.
8. Potential members will not be prescribed a form of greeting.
9. Potential members may wear new member pins and ribbons if they choose. They may not be required to wear such symbols of affiliation unless all members are also required to do so. Wearing new member jerseys is also optional.
10. At no point may potential members or new members walk around in line, dressed alike pre their new membership showcase.
11. All Greek letter organizations shall strictly adhere to and enforce the University policy which prohibits hazing. Moreover, all organizations will be responsible for providing each of its in-take participants with a copy of said policy.
12. The Vice President of Student Affairs, the Executive Director of Student Affairs, the Dean of Students or the Director of Leadership and Student Development may summarily suspend the in-take period for a Greek-letter organization if he/she has reason to believe any provisions of the University student code of conduct, the anti-hazing regulation, or state and/or federal laws have been violated.
13. All Greek-letter members are required to participate in the Greek Training Workshops during the fall and spring semesters.
14. All Greek-letter organizations are required to participate in the fall and spring Greek Symposums.

ANTI-HAZING POLICY

Georgia law (O.C.G.A. § 16-5-61) provides that it is unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization, and further states that any person who violates this law will be guilty of a misdemeanor of a high and aggravated nature. It is also unlawful for any student to aid or abet any other person or group in the commission of hazing. Therefore, the University expressly condemns hazing and prohibits any student-chartered organizations, fraternities, sororities, athletic teams, bands, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations from hazing members, prospective members, or other persons seeking to obtain membership to or benefits from any of those organizations. To "haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Other examples of hazing include, but are not limited to, the following:

- Any activity which endangers or has the potential to endanger the physical health of participants, such as paddling, whipping, kicking, striking, beating, pushing, shoving, tackling, branding, and ordering calisthenics, paddling, branding, running, excessive exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal) or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping,
quests, scavenger hunts, stranding, physical or psychological shock, car drops and activities causing mental or physical fatigue.

- Any activity which endangers or has the potential to endanger the mental health and/or academic performance of participants, such as not allowing adequate time for or interfering with academic commitments; activities conducted between the hours of 10 p.m. and 8 a.m.; and forced exclusion from social and/or verbal contact with any other individual.

- Any activity which has the potential to be frightening, morally compromising, degrading, unduly embarrassing, deceptive, or promoting servitude, such as throwing items at or on the participant; carrying items or wearing apparel which is undignified; public stunts, verbal harassment and berating; requiring the participant to yell when entering or departing a physical structure or in the presence of designated individuals; the designation of "pledge entrances" or "exits"; running personal errands or servitude; intentionally creating labor or clean-up work; scant clothing requirements or nudity at any time; and deception designed to convince the participant of impending pain, injury or non-initiation.

- Any activity which is in violation of any federal, state or local law or rule, or University policy, such as the illegal use of alcohol or any controlled substance in any form or quantity as part of any pledge-related activity and violation of the University's Judicial Student Code of Conduct, including unauthorized entry, raids, possession/theft/destruction/damage of property, improper obstruction/disruption of university activities, abuse/harassment, and disorderly/obscene conduct.

- Any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person, as a condition, directly or indirectly, of the person’s consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group.

No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, co-participants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. Furthermore, a person’s consent shall not release or minimize an organization’s or person’s liability to discipline due to violation of this regulation. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.

Violation of this policy by a group, organization or student shall subject such group, organization or student to the full range of disciplinary sanctions provided under the Student Judicial Code of Conduct.
University Recognition of the Authority of the National Pan-Hellenic Council

The National Pan-Hellenic Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulating procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be independent of University disciplinary processes. A recognized national/international fraternity or sorority must also comply, and its members must comply and adhere to regulations from their respective national/international organizations and the Pan-Hellenic Council. Each fraternity and sorority must submit its national/international organization’s hazing policy to the Department of Leadership and Student Development.

Duties of a Student Organization's President and Executive Board to Certify Compliance with the Anti-Hazing Policy

A copy of the University's Anti-Hazing Policy must be presented by all fraternities, sororities, athletic teams, and other recognized student organizations, to their respective members during each membership solicitation or acceptance period but not less than once each semester. The president or chief officer and the governing board of each such organization shall file with the Office of Student Affairs a form approved by the Office certifying compliance with this regulation. Failure to have been presented with a copy of the University's Anti-Hazing Policy or to file such certificate shall not release any group or individual from responsibility and/or disciplinary action under this policy. The organization’s President and his or her Executive Board shall also sign a Statement of Compliance each semester, in a form approved by the University certifying compliance with this policy.

Presumptions Regarding Hazing

1. Pledge-related activities, by nature, must reflect the best interests of the pledges, members of the organization, the University, and the University community.

2. For the purposes of this policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a recognized organization is directly or indirectly conditioned, shall be presumed to be "forced", the willingness of an individual to participate notwithstanding.

3. The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.

4. All students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.

5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus/alumna), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
6. The filing of charges at CAU against a recognized organization does not preclude the filing of charges at CAU against an individual student or the filing of civil and/or criminal charges against the organization and/or individual.

Implementation

1. Officers (primarily the president) of each organization are responsible for informing pledges, members, affiliates, and appropriate alumni/ae of the policy. The policy should be read by the president to the membership at the first meeting of the organization each semester and to the pledges prior to the commencement of the first pledge activity and should be posted in a prominent place for the pledges and members to see.

2. The Organization Registration Form, which includes a section pertaining to hazing, must be completed and submitted to the Department of Leadership and Student Development, Suite 245 Bishop Cornelius Henderson Student Center, within thirty (30) days of the election of new officers to certify acknowledgement of all conditions of this policy.

Violations and Sanctions

1. Organizational Consequences

Violations of this policy by a recognized organization normally will result in the minimum sanction of a one-semester probation and seven (7) weeks of social, intramural, and/or recognition benefits suspension, with a maximum sanction of withdrawal of university recognition from the organization for a period of twelve (12) consecutive regular academic semesters.

Repeated violation of this policy or violation of any probation enacted as a result of this policy by a recognized organization normally will result in the minimum sanction of a one-year probation and a one-semester suspension of social, intramural and/or recognition benefits, with a maximum sanction of withdrawal of university recognition of the organization for a period of an additional ten consecutive regular academic semesters.

Sanctions for a University-recognized organization may include any of the following:

- **Probation**: A specified length of time in which repeated violation of the policy or violation of other specified policies result in increased sanctions against the organization; no additional sanctions are necessarily implied by imposing a problem.

- **Mandatory Activity**: Required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

- **Final Restitution**: Repayment of the monetary value of damages, losses or injuries within a specified period of time as a result of a violation of the policy.

- **Social Limitation or Suspension**: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the
following: social activities, formals, all-Greek or university events or activities, or any other event of a social nature.

- **Intramural Suspension**: A specific length of time in which the organization may not participate in individual or team sports or the Greek intramural league, earn intramural points or receive any championship titles.

- **Suspension of Recognition**: A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include but are not necessarily limited to the following: use of university facilities, office space or property, and/or other specified benefits made available through recognition.

- **Withdrawal of University Recognition**: A specified or unspecified length of time or series of conditions in which university recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the university organization judicial system. For the organization, or any semblance of its membership, to regain university recognition may involve the demonstration of evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

2. **Individual Consequences**

Any student who is convicted of hazing in a court of law shall be immediately expelled from Clark Atlanta University in accordance with the laws of the State of Georgia.

**Liability Insurance**

All social fraternity and sorority chapters are required to submit an annual certificate of liability insurance in the amount of at least $1 million which states the amounts of coverage and names the University as an additional insured, using the following language in the certificate: “The Clark Atlanta University Board of Trustees, and all its other departments, boards, commissions and its officers, employees, and agents are hereby declared to be additional insured under the terms of this policy. This insurance policy will not be canceled without thirty (30) day notice to the Vice President of Student Affairs, Director of Leadership and Student Development, and Clark Atlanta University.” Additionally, the certificate of insurance must be accompanied with an endorsement that states the additional insurance shall be primary. If the endorsement lacks this specific statement, it is inadequate. The additional insured coverage must cover all chapter activities and must include personal injury insurance.

**CATEGORIES OF CHARTERED ORGANIZATIONS**

*Honorary Organizations*: Alpha Kappa Delta National Sociological Fraternity (sociology majors of high standing); Alpha Kappa Mu National Honor Society (juniors and seniors who have accumulated a 3.3 average/graduate students who have accumulated a 3.7 average); Beta Kappa Chi (natural sciences and mathematics majors); Beta Phi Beta Biological Society (biology majors...
and minors); Iota Beta Chemical Society (chemistry majors and minors); Phi Mu Alpha Sinfonia National Music Fraternity (Omicron Kappa Chapter - music related); Pi Gamma Mu (social science majors); Psi Chi (psychology majors); Sigma Delta Pi (Spanish majors) and Kappa Delta Epsilon (education majors).

Clark Atlanta University Honor Societies

<table>
<thead>
<tr>
<th>Honor Society</th>
<th>Advisor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alpha Epsilon Delta Health Pre-Professional Honor Society</strong></td>
<td>Dr. Tia Vileral Ext. 6304</td>
<td><a href="mailto:tvileral@cau.edu">tvileral@cau.edu</a></td>
</tr>
<tr>
<td><strong>Alpha Epsilon Lambda Graduate Honor Society</strong></td>
<td>Graduate Studies - Ext. 8736</td>
<td></td>
</tr>
<tr>
<td><strong>Alpha Kappa Delta: Sociology</strong></td>
<td>Dr. Sandra Taylor Ext. 8681</td>
<td><a href="mailto:staylor@cau.edu">staylor@cau.edu</a></td>
</tr>
<tr>
<td><strong>Alpha Kappa Mu National: Junior/Seniors – 3.3 and higher; Graduate students – 3.7 and higher</strong></td>
<td>Dr. Willie L. Todd, Jr. Ext. 6307</td>
<td><a href="mailto:wtodd@cau.edu">wtodd@cau.edu</a></td>
</tr>
<tr>
<td><strong>Alpha Psi Omega National National Theatre Honor Society</strong></td>
<td>Gary Yates Ext. 6142</td>
<td><a href="mailto:gYLES@cau.edu">gYLES@cau.edu</a></td>
</tr>
<tr>
<td><strong>Beta Gamma Sigma: Business Administration</strong></td>
<td>Dr. Kasim Alli Ext. 8470</td>
<td><a href="mailto:kalili@cau.edu">kalili@cau.edu</a></td>
</tr>
<tr>
<td><strong>Beta Kappa Chi: Natural Sciences, Mathematics</strong></td>
<td>Dr. Myron Williams</td>
<td><a href="mailto:mnwill@cau.edu">mnwill@cau.edu</a></td>
</tr>
<tr>
<td><strong>Golden Key International Honor Society</strong></td>
<td>Dr. Cynthia Clem Ext. 8048</td>
<td><a href="mailto:cClem@cau.edu">cClem@cau.edu</a></td>
</tr>
<tr>
<td><strong>Isabella T. Jenkins Honors Program</strong></td>
<td>Dr. Christopher Bass Ext. 8481</td>
<td><a href="mailto:cbass@cau.edu">cbass@cau.edu</a></td>
</tr>
<tr>
<td><strong>Kappa Delta Pi International Honor Society in Education (Alpha Gamma Theta Chapter)</strong></td>
<td>Dr. James Young Ext. 6079</td>
<td><a href="mailto:jyoung@cau.edu">jyoung@cau.edu</a></td>
</tr>
<tr>
<td><strong>Lambda Pi Eta: Communication Arts</strong></td>
<td>Dr. Alice Stephens Ext. 6228</td>
<td><a href="mailto:astephen@cau.edu">astephen@cau.edu</a></td>
</tr>
<tr>
<td><strong>Phi Alpha: Social Work</strong></td>
<td>Professor Mary Ashong Ext. 8861</td>
<td><a href="mailto:mashong@cau.edu">mashong@cau.edu</a></td>
</tr>
<tr>
<td><strong>Phi Alpha Theta International: History</strong></td>
<td>Dr. Richard Morton</td>
<td><a href="mailto:rmorton@cau.edu">rmorton@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Claudia Coombs</td>
<td><a href="mailto:CCombs@cau.edu">CCombs@cau.edu</a></td>
</tr>
<tr>
<td><strong>Phi Eta Sigma National Honor Society</strong></td>
<td>Dr. Cynthia Clem Ext. 8048</td>
<td><a href="mailto:cClem@cau.edu">cClem@cau.edu</a></td>
</tr>
<tr>
<td><strong>Phi Kappa Phi Honor Society</strong></td>
<td>Dr. Timothy Askew Ext. 8170</td>
<td><a href="mailto:taskew@cau.edu">taskew@cau.edu</a></td>
</tr>
<tr>
<td><strong>Pi Mu Epsilon: Mathematics (AUC)</strong></td>
<td>Dr. Charles Pierre Ext. 8195</td>
<td><a href="mailto:cpierre@cau.edu">cpierre@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Sandra Powell Ext. 8199</td>
<td><a href="mailto:spowell@cau.edu">spowell@cau.edu</a></td>
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<tr>
<td><strong>Pi Sigma Alpha National: Political Science</strong></td>
<td>Dr. William Boone</td>
<td><a href="mailto:WBoone@cau.edu">WBoone@cau.edu</a></td>
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<tr>
<td></td>
<td>Dr. Robert DeJanes Ext. 8241</td>
<td><a href="mailto:rdeJanes@cau.edu">rdeJanes@cau.edu</a></td>
</tr>
<tr>
<td><strong>Psi Chi National: Psychology</strong></td>
<td>Dr. Joe Coble Ext. 8259</td>
<td><a href="mailto:jcoble@cau.edu">jcoble@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Christopher Bass</td>
<td><a href="mailto:CBass@cau.edu">CBass@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Eumice McKnight</td>
<td><a href="mailto:EMcKnight@cau.edu">EMcKnight@cau.edu</a></td>
</tr>
<tr>
<td><strong>Sigma Delta Pi National Collegiate Hispanic Honor Society</strong></td>
<td>Ms. Sharon Nuruddin Ext. 8789</td>
<td><a href="mailto:snuruddin@cau.edu">snuruddin@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Ms. Latonya S. Burkhalter Ext. 8546</td>
<td><a href="mailto:lBurkhalter@cau.edu">lBurkhalter@cau.edu</a></td>
</tr>
<tr>
<td><strong>Sigma Tau Delta International: English</strong></td>
<td>Dr. Vinyard Ext. 6067</td>
<td><a href="mailto:avinyard@cau.edu">avinyard@cau.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dr. Susan Wright-McFatter</td>
<td><a href="mailto:smcfatt@cau.edu">smcfatt@cau.edu</a></td>
</tr>
</tbody>
</table>

*Isabella T. Jenkins Honors Program:* Composed of selected students who maintain a grade point average of 3.25 and above. Applications are available in the Honors Program Office.

*National PanHellenic Council (NPHC):* Composed of the president, secretary, and advisor of each fraternity and sorority, this council makes recommendations and consults with the Executive Director of Student Affairs through the Director of Leadership and Student Development regarding the activities of Greek-letter organizations on campus. Copies of regulations governing the activities of fraternities and sororities may be obtained upon request from the Director of Leadership and Student Development.

*NPHC Greek-letter Organizations:* Alpha Phi Alpha Fraternity, Inc.; Kappa Alpha Psi Fraternity, Inc.; Omega Psi Phi Fraternity, Inc.; Phi Beta Sigma Fraternity, Inc.; Iota Phi Theta Fraternity, Inc.; Alpha Kappa Alpha Sorority, Inc.; Delta Sigma Theta Sorority, Inc.; Zeta Phi Beta Sorority; and Sigma Gamma Rho Sorority, Inc.

*Greek Service Council (GSC):* Composed of the president, secretary, and advisor of each GSC fraternity and sorority, this council makes recommendations and consults with the Executive
Director of Student Affairs through the Director of Leadership and Student Development regarding the activities of Greek Service Council organizations on campus. Copies of regulations governing the activities of GSC fraternities and sororities may be obtained upon request from the Director of Leadership and Student Development.


Religious Organizations: The Midweek Prayer Hour and the Student Christian Association (merger of Faith in Action Group, the YWCA) command the interest and services of many students. A desire to serve is the only qualification necessary for membership.

List of Current Student Organizations
- Actively Changing Tomorrow through Service (ACTS)
- Africana Studies Organization
- Alpha Kappa Mu National Honor Society
- The Association of Black Social Work Students
- AUC Council of Students
- AUC National Society of Black Engineers (NSBE)
- BluePrint
- Bold, Beautiful & Chic Society
- Broadcast Club
- Campus Activity Board
- Campus Outreach
- The California Club
- CAU Players
- College Big-S
- Collegiate 100 of Clark Atlanta University©
- Debate Team
- The DMV Club
- Emergence 2 Serve
- The Florida Club
- Golden Key International Honour Society
- Health Promoters Educating and Encouraging Responsible Students (H-PEERS)
- Heavenly Divine Praise Dancers
- The Heavenly Mime Family
- House Arrest 2 Championship Dance Team
- IAME
- The Illinois Club
• Intervarsity Christian Fellowship (IVCAU)
• Isabella T. Jenkins Honors Program
• Kings and Queens Coalition
• Lambda Pi Eta Honor Society
• Living Green
• Mathematic Society
• Meeting of the Minds
• Men's Initiative Program
• Male Initiative for Recruitment, Reward and Overall Retention (MIRROR) – Freshman Male Mentoring Program
• National Association for the Advancement of Colored People (NAACP)
• National Association of Black Accountants
• National Organization for the Professional Advancement of Black Chemist & Chemical Engineers (NOBCChE)
• National Association of Blacks in Criminal Justice
• National Council of Negro Women (NCNW)
• Of the Well, Inc.
• ONYX
• Organization for Social Change
• Panther Diamonds
• Phi Alpha Theta History Honor Society, Inc.
• Phi Eta Sigma National Honor Society
• Philharmonic Society
• Pi Sigma Alpha National Political Science Honor Society, Phi Xi Chapter
• Planned Parenthood Generation Action (PPGA)
• Political Science Association
• Pre- Alumni Council
• Pre- Professional Health Society
• Psi Chi The International Honour Society in Psychology
• Public Relations Student Society of America (PRSSA)
• Residence Hall Association
• Sociology Club
• Tri State Club
• Toast Masters
• The UJAMAA Society
• Undergraduate Psychology Association (UPA)
• Worship Choir
• WSTU Radio

(62)
INTERCOLLEGIATE ATHLETICS
Location:       Vivian W. Henderson Center
Telephone number:          404-880-8126
Fax number:                           404-880-8397
URL:      http://www.clarkatlantasports.com/

The University’s Intercollegiate Athletics programs afford students opportunities to benefit from and distinguish themselves in sports, as well as provide excellent athletic competition. For the enjoyment of the student body, faculty, staff, and community, varsity teams in football, women’s tennis, men’s and women’s basketball, baseball, softball, volleyball, as well as men’s and women’s cross country and track and field compete against teams from various colleges throughout the region. The University holds membership in the Southern Intercollegiate Athletic Conference and the National Collegiate Athletic Association.

STUDENT PUBLICATIONS

Students publish a monthly University newspaper and a yearbook which reflects student opinion. These publications are produced under the advisement of the faculty or staff and without administrative censorship. Student publications provide practical experience in journalism. Clark Atlanta students can also obtain journalism experience in various departments and organizations by writing for, and assisting in, the publication of newsletters and magazines.

Statement on Institutional Responsibilities
Student publications, particularly the student press, are a valuable aid in establishing and maintaining an atmosphere of free and reasonable discussion, and of intellectual exploration on campus. The University endorses the concept that students have the right and responsibility to express and interpret student opinion to the faculty, staff and administration.

The Panther Newspaper – The mission of the student newspaper shall be to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression and exchange of ideas in the University community.

Panther Yearbook – The goal of the University yearbook shall be to chronicle campus activities of enduring significance, to publish a document which reflects in an accurate, balanced way, campus life, and to provide an archival record of persons, organizations, the campus, curricular, and co-curricular events.

Both publications are Student Affairs-related organizations which link both the academic (curricular) and Student Affairs (co-curricular) educational divisions of the University. For the aforementioned reason, the PANTHER newspaper and yearbook are unique from other student organizations and shall be governed by the following regulations.

- Each publication staff shall be a chartered student organization of the University.
- Each publication shall have, but shall not be solely restricted to, an advisor from the Mass Media Department. The Mass Media Department advisor shall be a faculty member who is appointed by the Department Chair, in collaboration with the Executive Director of Student Affairs or designee. Advisors shall be guided by the general provisions and expectations outlined in the Student Handbook.
• Each publication shall be funded from the University operational budget, as well as any other available external sources.

• Each publication shall assign to a qualified student the post of Business Manager (Business/Managing Editor), who will maintain a sound financial system related to the collection and disbursement of funds in accordance with generally accepted accounting principles. An Advisor shall serve as a moderator of the fiscal affairs of each organization, working closely with the purpose of effective and efficient operations, as well as an audit.

• An annual fiscal and programmatic report shall be filed with the Division of Student Affairs by the student editors (or designee), and shall serve as the basis for an end-of-the-year-review.

• The Panther newspaper must:
  o Carry the following policy statement in its “credit block” on the editorial page: *The Panther* is published by the students of Clark Atlanta University. The opinions expressed in *The Panther* reflect only the positions of the student writers and the editorial staff, and not the ideas or opinions of the University or its governing board. *The Panther* has both the right and responsibility to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression of opinion and exchange of ideas in the community. All rights reserved. Reprints by permission of the editor and advisor. Staff positions shall be open to all interested students.
  o Develop and regularly print the policy which governs “Letters to the Editor.”

• Student publications will maintain high standards of literary merit and journalistic responsibility.

• The editors-in-chief will be members of the Student Publications Committee and the Council of Chartered Organizations.

Responsibilities of the Committee
The Committee is responsible for the oversight of the implementation of policies which govern student publications and to develop recommendations for new and/or revised policies.

Composition of the Committee

The Committee shall be composed of nine (9) members: four students, five faculty/staff. Student members shall include the editor-in-chief of the yearbook and newspaper and the presidents of the Student Government Association or designee. Faculty/staff members shall include the advisor for each publication, two members of the Student Life Committee, as well as representation from the Division of Student Affairs. The chair of the Committee shall be determined by the body.

CULTURAL ENRICHMENT

Many opportunities for cultural enrichment are available to students through presentations by distinguished artists and speakers, theatrical productions and concerts. The University offers student performing arts groups, including the Philharmonic Society, the Jazz Band and the Marching Band and Concert Bands. Students interested in these activities should contact the Music Department.
GUEST SPEAKERS AND PERFORMERS

Students may freely select and invite speakers and performers from various fields and genres for academic and/or cultural enrichment. When doing so, the sponsoring student group or students must notify the Department of Leadership and Student Development. In most cases, outside speakers require certain fees and travel accommodations. The sponsoring group is responsible for the costs associated with the guest speaker or performer. The invitation of outside speakers and performers does not imply approval or sponsorship of their views by the University nor the group inviting them.

While there are no restrictions on the point of view expressed by speakers and performers, other than those imposed by federal or state law, the University will not condone language and behavior that is lewd, racially offensive, or demeaning to any groups on campus.
CONSTITUTION OF THE
CLARK ATLANTA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Whereas Clark Atlanta University recognizes the legitimate prerogative of its students to participate in the governance and affairs of the University; whereas such participation shall be consistent with applicable University policies; we, the students of Clark Atlanta University deem it necessary to maintain an effective maintenance of relationships with students, faculty, staff, and administration; therefore Clark Atlanta University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution.

Article I: NAME

The name of this organization is the Clark Atlanta University Student Government Association (CAUSGA).

Article II: PURPOSES

The purposes of the Clark Atlanta University Student Government Association must be:

- To represent the welfare and interests of the student body and the University.
- To facilitate communication and dialogue among students, faculty, staff, administration, and alumni in matters affecting the welfare of the student body.
- To promote academic excellence, good moral and ethical practices.
- To provide opportunities for the development of superior character and leadership ability among its members.
- To exercise the prerogatives and the responsibilities of student government as provided in this Constitution in cooperation with the university administration.
- To give students an active voice in the governance of Clark Atlanta University.
- To play a lead role in planning activities which are of recreational, social, and developmental interest to the student body.

ARTICLE III: MEMBERSHIP

All enrolled Clark Atlanta University students are members of CAUSGA.

ARTICLE IV: OFFICERS

Section 1: The officers of CAUSGA are the Executive Board members, Class Officers, House of Delegates members, and Miss Clark Atlanta University.

Section 2: Officer Selection
Section 2.1: Officers of CAUSGA shall be elected annually in a University wide election of the student body.

Section 2.2: Only enrolled graduate students must vote for graduate officers, e.g., President, Vice President, House of Delegates representatives, and any other graduate officers. Only enrolled undergraduate students must vote for undergraduate officers, (e.g., President, Vice President, House of Delegates representatives and any other undergraduate officers).

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1: The members of the Executive Board shall consist of two Presidents (one graduate and one undergraduate), two Vice Presidents (one graduate and one undergraduate), two Chiefs of Staff (one graduate and one undergraduate), Secretary, and Treasurer.

Section 2: The officers of the House of Delegates will consist of Chair, Speaker of the House, Secretary, and Treasurer.

Section 2.1: All legislative and deliberative authority of the Student Government Association shall be vested in the House of Delegates.

Section 2.2: The House of Delegates shall be established and apportioned annually in accordance with the following representation:

- 1 representative for each undergraduate class
- 1 representative for each residence hall
- 1 graduate representative for each school
- 3 undergraduate representatives for commuter students
- 2 graduate representatives for commuter students
- 1 undergraduate representative for international students
- 1 graduate representative for international students
- 1 at-large representative per 1000 students

Section 2.3: The number and distribution of at-large representatives to the House of Delegates must be based on the University’s official Fall Semester Census preceding the University-wide election.

Section 2.4: Each of the following divisions shall elect from its membership representatives to the House of Delegates: graduate, seniors, juniors, sophomores, freshmen, residence hall representatives, graduate commuter and international representatives, undergraduate commuter and international representatives.

ARTICLE VI: TERM OF OFFICE

Section 1: The term of officers of CAUSGA will approximate one year beginning and ending with the set date and start time of Spring Commencement Ceremony of the University.
Section 2: Miss Clark Atlanta University shall not serve more than one term.
Section 3: All other elected officers of CAUSGA may serve more than one term if re-elected; however, an officer may not exceed two terms in a particular office.
ARTICLE VII: STUDENT ELECTION COMMITTEE

Section 1: The Student Election Committee (SEC) must derive from the House of Delegates by majority vote of the House of Delegates.

Section 2: Election for CAUSGA officers must take place during Student Election Week. All of the election activities must take place under the supervision of SEC and the Department of Leadership and Student Development.

Section 3: The SEC must conduct elections as directed by the House of Delegates following the guidelines of the Student Election Code, with the advisement of the Office of Leadership and Student Development. Any proposed changes of rules by the SEC must be submitted to the House of Delegates and the Department of Leadership and Student Development to be approved before the Election Code becomes effective.

Section 4: Student body elections may not occur within the two-week period immediately preceding midterm or final examinations.

Section 5: Voting in all elections must be by a secret ballot.

ARTICLE VIII: CONSTITUTION AMENDMENTS

Section 1: The constitution must be reviewed annually by a committee derived from the House of Delegates.

Section 2: Any Clark Atlanta University student may submit changes or recommendations in writing to the House of Delegates.

Section 3: Any proposed change by the House of Delegates must be ratified by the student body by majority vote of those students voting in a University wide election.

ARTICLE IX: BYLAWS

I. Meetings

Section 1: A notice of any meeting of Clark Atlanta University Student Government Association (CAUSGA) must be posted at least one week in advance.

Section 2: CAUSGA must hold at least two meeting per semester—one prior to and one following mid-term. The House of Delegates must hold two formal business meetings per semester—one prior to and one following the CAUSGA meeting.

Section 3: Fifty percent of the House of Delegates must constitute a quorum for formal meetings.

Section 4: Additional meetings may be called by the Presidents of CAUSGA or by one-fourth of the House of Delegates, provided they present such a request in writing to the CAUSGA Presidents.

Section 5: One-third of the House of Delegates constitutes a quorum for called meetings.
Section 6: Failure of a representative to attend two consecutive formal meetings without approval from the Chair of House of Delegates shall result in his or her suspension or expulsion from his or her position.

Section 7: Failure of a CAUSGA officer to attend two CAUSGA meetings without approval from the CAUSGA advisor shall result in his or her suspension or expulsion from his or her position.

II. Qualifications

Section 1: The Presidents and Vice Presidents of Clark Atlanta University Student Government Association must meet the following qualifications immediately prior to and for the duration of their tenure:

- Must be at least a full-time junior by the Fall semester that the office is sought or must be a graduate student by the semester in which the office is sought and have at least one year of matriculation at CAU immediately prior to that semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.

Section 2: The members of the House of Delegates must meet the following qualifications immediately prior to and for the duration of their tenure:

- The officers of House of Delegates must have related-experience in their respective position.
- Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must maintain grade point average of 3.0 for the undergraduate and 3.0 for the graduate offices.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.
- Position eligibility must be approved by the Student Election Committee and the Office of Leadership and Student Development (i.e., only commuter student may be eligible to be a Commuter Student Representative).

Section 3: Miss Clark Atlanta University must meet the following qualifications immediately prior to and for the duration of her tenure:

- Must be at least a full-time junior or a graduate student having at least one year of matriculation at CAU immediately prior to the semester in which the office is sought.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

Section 4: All other officers of CAUSGA must meet the following qualifications immediately prior to and for the duration of their tenure:
Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
Must maintain a cumulative grade point average of 3.0.
Must be in good financial standing with the University.
Must be in good judicial standing with the University.
Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

III. Duties

Section 1: Executive authority of the CAUSGA shall be vested in the Executive Board

Section 1.1: Powers and Duties of the Executive Board Presidents:

- Will be the chief executive officers of CAUSGA Executive Board.
- Will serve as spokespersons for the student body.
- Will be ex-officio voting members of all committees of CAUSGA.
- Will be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.
- Will recommend and nominate students to serve on appropriate University committees.
- Will be voting members of the Executive Board.
- Will serve as student delegates’ for Board of Trustees.
- Will actively serve on the University Senate and other University-wide committees to which they are appointed.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.2: Powers and Duties of the Executive Board Vice Presidents:

- The Vice Presidents of CAUSGA shall be empowered to carry out the duties and responsibilities of either president in his/her absence.
- Will assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.
- Will be voting members of the Executive Board.
- Will be a non-voting member in the House of Delegates and shall preside over that body (Graduate Vice President).
- Will be a non-voting member in the Campus Charter Organization-Council and shall preside over that body (Undergraduate Vice President).
- Will make reports and assist the Executive Board Presidents.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.3: Powers and Duties of the Executive Board Secretary:

- Will be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.
- Will be responsible for delegating and initializing all official correspondence.
- Will be responsible for requisitioning all rooms to be utilized for CAUSGA Executive Branch.
- Will be a voting member of the Executive Board.
• Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.4: Powers and Duties of the Executive Board Treasurer:
• Will monitor all CAUSGA financial transactions.
• Will chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.
• Will make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA’s funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.
• Will be a voting member of the Executive Board.
• Will be responsible for assuring that no funds of the CAUSGA are misappropriated or otherwise misused.
• Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.5: Powers and Duties of the Executive Board Chiefs of Staff:
• Will serve as the executive assistant to the student body Graduate and Undergraduate Presidents.
• Will assist in the management of the Student Government Association and the development of the Presidential platform.
• Will assist the Executive Cabinet and staff.
• Will ensure the areas of special responsibilities are met.
• Will attend events when the President or Vice President is absent.
• Will maintain marketing for SGA programs and events.
• Will be ex officio voting members of all committees of CAUSGA and Executive Board.
• Duties may include interviewing applicants for positions for SGA appointed committees.
• Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.6: Miss Clark Atlanta University:
• Will preside over the Kings and Queens Coalition.
• Will participate in events as determined or requested by the Department of Leadership and Student Development.
• Will perform 80 hours of community service during her term, which may include, but is not limited to, innovative and effective programming.
• Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 2: The Clark Atlanta University House of Delegates will be the legislative body of CAUSGA.
Section 2.1: Powers and Duties of the House of Delegates Chair:
• Appoint the Speaker of the House.
• Administer the duties of all officers of the House of Delegates.
• Be ex-officio voting member of all House of Delegates Committees.
• Provide Speaker of the House with the meeting agendas at least 48 hours prior to the meeting called.
• Maintain a functional, productive, and influential House of Delegates.
• Openly address, voice, and listen to all issues brought to him/her by the student body, SGA, Administration, and/or the representatives of the House of Delegates.
• Attend all meetings of the House of Delegates unless excused by the CAUSGA Executive Board Graduate Vice President with prior knowledge given to the Speaker of the House of Delegates in the amount of at least 48 Hours prior to the meeting.
• Have experience in delegation, management and prior knowledge of analyzing policy and/or related-materials.
• Served at least one-year as a HOD member prior to beginning their term as Chair.
• Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.2: Powers and Duties of the Speaker of the House:
• Preside over all meetings of the House of Delegates.
• Appoint committees to assist in the legislative functions of the House of Delegates with the approval of the Chair.
• The Speaker of the House shall be empowered to carry out the duties and responsibilities of the Chair in his/her absence.
• Assist and represent the Chair in his/her legislative duties.
• Be a voting member of the House of Delegates.
• Coordinate the duties of the Chairs of the House of Delegates Committees.
• Attend all meetings of the House of Delegates unless excused by the Chair.
• Have experience in administrative support and prior knowledge of Roberts Rule of Order.
• Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.3: Powers and Duties of the House of Delegates Secretary:
• Be responsible for taking and maintaining minutes and permanent records of all HOD business.
• Publish the minutes of the HOD meetings to be available in the SGA office.
• Collect and maintain all of the surveys and other documents of the HOD.
• Be responsible for carrying out all clerical duties.
• Publish the calendar for meetings of all representatives and their constituency.
• Be responsible for delegating and initializing all HOD correspondence.
• Provide all HOD progress reports to the CAUSGA Executive Board upon request (All progress reports shall be reviewed by HOD Chair before submission to CAUSGA).
• Attend all HOD meetings unless excused by HOD Chair.
• Must have experience in administrative support and clerical/record keeping.
• Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.4: Powers and Duties of the House of Delegates Treasurer:
• Monitor all HOD financial transactions.
• Make current Treasury reports at all House of Delegates meetings.
• Be responsible of assuring that no funds of the House or CAUSGA are misappropriated or otherwise misused.
• Submit written and oral quarterly financial reports to the House of Delegates.
• Make a year-end report describing revenues, disbursements, and encumbrances so as to reflect the business of the SGA at the close of the academic year.
• Attend all HOD meetings unless excused by HOD Chair.
• Must have experience in financial control and budgeting.
• Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

IV. Vacancies

Section 1: Any office will be declared vacant when an incumbent fails to satisfy any requirements as set forth in these bylaws.

Section 2: Any elected officer of CAUSGA will be removed from office by two-thirds (2/3) vote of the student body.

Section 3: Should the office of President become vacant for any reason, the Vice President will serve the rest of the term as President.

Section 4: Should the Vice President fail to serve, a special election for replacement will be held by SEC. Should a Vice President fail to be elected, the President will appoint a replacement with the approval from the House of Delegates.

Section 5: Should the Treasurer and/or Secretary become vacant, the President shall appoint replacements with approval from the House of Delegates.

Section 6: Should Miss Clark Atlanta University fail to comply with her duties, her position becomes vacant and the line of succession falls in order to the first attendant. Should the line of succession fail to produce a replacement, the office will fall in order to Miss Senior, Miss Junior, etc.

Section 6.1: The successor to Miss Clark Atlanta University as described in Section 6 shall hold office for the unexpired duration of the term of office commencing immediately after the vote.

V. Removal of Office

Section 1: Any member of the CAUSGA may be removed from office by two-thirds (2/3) vote of those students voting in a university wide election, if the current officer’s behavior, conduct, or demeanor reflects unfavorable on the office, the student body or the University.

Section 2: Appeal Process

• The CAUSGA member under investigation should be placed on probation until the investigation period is complete.
• The HOD Chair must create a Judicial Committee of 5 to try the charges against the member in question; unless the Chair is the member being charged, in this case the Speaker of the House shall be acting Chair for the duration of the hearing.
• The Chair shall serve as Chief Justice over the hearing with one of the CAUSGA Executive Board Vice Presidents and the HOD Secretary serving as Associate Justices. In addition, the other seats on this committee shall be held by the CAUSGA Advisor(s) and the Dean of Judicial Affairs.
• The Speaker of the House of Delegates shall be the one to present all allegations against the accused.
• The active body of the HOD shall vote in this case; two-thirds (2/3) is required for either decision.
• Each hearing must constitute a quorum.
• Hearings are open to the Student Body.

ARTICLE X: ELECTION CODE

Section 1: The House of Delegates in conjunction with the Student Election Committee must review and approve election requirements and procedures with the signature of the Department of Leadership and Student Development.

ARTICLE XI: AMENDMENTS

Section 1: Any proposed bylaw amendment must be circulated to the student body at least 30 days prior to the next scheduled CAUSGA meeting before it may be submitted to and adopted by the House of Delegates.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Section 1: In all matters not covered by this constitution and bylaws, this organization must be governed by Roberts Rule of Order.

RESIDENCE LIFE / STUDENT HOUSING

Specific Policies and Procedures for Residence Halls are outlined in the Residential Life Living Guide and student housing contract.

The Department of Residence Life (Student Housing) is committed to providing residence hall facilities that meet the changing needs of students and support their academic achievement and personal growth. The Residence Life staff believes that comfortable, safe, and clean facilities, equipped with amenities such as study areas, will assist students in the enjoyment of a meaningful and exciting community living experience. The Department of Residence Life is also the student’s connection to the following residential services: room assignments, room changes, meal plans, maintenance and repairs, safety and security provisions, and all contract information. The Department realizes that residents spend most of their time away from the classroom. Therefore, the Department will coordinate and sponsor programs that contribute to residential students’ social, personal, career, spiritual, physical, intellectual, and emotional development. Residence hall rules and regulations and the judicial process are designed to make the residential experience a positive one. As residents, students have the right to expect an atmosphere that is conducive to study, rest, and to live in a safe, clean environment. Safety and security of residents is an important issue to the Department of Residence Life. Clark Atlanta University is generally a safe campus; however, all residents must be aware of, and abide by, security regulations published by the Department of Residence Life in conjunction with the Department of Public Safety, to protect themselves and others. (For a complete summary of safety in the residence halls, consult the Residential Life Living Guide.) Following is general information on policies and procedures that govern residence life:
1. **Obtaining Housing**
   Students are assigned to residence halls by the Department of Residence Life (Student Housing) prior to the opening of school. At the time of enrollment, a student should report to the assigned hall and register with the Hall Director. During the first day of occupancy, residents should complete the “Room Condition Sheet” (Inventory Form).

2. **Accounts**
   Accounts must be paid in full before students are eligible to pay their housing deposit for the next academic year.

3. **Term of Housing Contract**
   The contractual agreement between undergraduate students and the University expires twenty-four hours after the last examination at the close of the academic year. Only undergraduate and graduate students participating in Commencement ceremonies will be allowed to remain until Commencement.

4. **Summer Housing**
   Housing is available during summer months for students enrolled in summer school. Summer housing must be arranged through the Department of Residence Life after the deposit has been paid in the Cashier’s Office.

5. **Occupancy Level**
   All units must be fully occupied. If an occupant moves out, the remaining student(s) must agree to accept a roommate who will be assigned to the unit or the student(s) may request available space in another unit. The University reserves the right to fill vacancies as they occur.

6. **Prohibition against Animals in Residence Halls**
   Except for documented cases of physical disability, animals are not allowed in the residence halls. Health and sanitary precautions necessitate that students adhere strictly to the regulation.

7. **Right of Refusal**
   The University reserves the right to require at any time the withdrawal of a student from a residence hall when it has been determined that the student’s continued residence is no longer feasible. The University also reserves the right to make changes in its housing patterns that improve the living conditions of residents.

8. **Personal Property Losses**
   The University is not responsible for the loss of money, valuables, or damages to the property of residents. It is recommended that students purchase personal property insurance.

9. **Right to Enter Rooms**
   The University reserves the right for authorized personnel to enter each room or unit under the following conditions: where there is reason to believe the occupants’ lives are in danger; when there is cause to believe that the room or unit is being used for illegal
activities; when the maintenance staff needs to enter the room or unit to make repairs; and to inspect for cleanliness.

10. Room Inspection
Each student is responsible for the care and furnishings in the room or the unit. Inspection will be made periodically to determine the condition of the room or unit, with damages being assessed and submitted to the Office of Student Accounts. Rooms may be inspected daily by an authorized person to encourage regular attention to housekeeping duties and to detect maintenance needs.

The following inspection procedures are observed in all residential facilities:
   a. The Hall Director/Resident Assistant, or University staff member, will knock before entering a student’s room and give the student an opportunity to answer the door.
   b. Upon entering the room, the Hall Director/Resident Assistant or staff member will state specific reason(s) for entering.
   c. Hall Director/Resident Assistant or staff members will record non-routine room checks and file results with the supervisor for future reference. In cases where a thorough inspection of waste receptacles, drawers, and other personal belongings is necessary, directors/advisors or coordinators will request the assistance of safety personnel. If the safety personnel are not available, a member of the Residence Life staff will be called for assistance.

11. Removal of Furniture
Furniture provided by the University is not to be removed from the building or to another unit in the building without prior consent of the Hall Director.

12. Responsibility for Safeguarding Keys and Personal Possessions
Keys are nontransferable and should be in the possession of room occupants at all times. The University is not liable for loss of money or valuables or for damage to the property of residents. Residents are strongly encouraged to purchase personal property insurance or amend the parent/guardian’s homeowner’s policy to cover personal belongings while at CAU.

13. Emergency Exits
Residents are expected to pay special attention to information distributed regarding emergency exiting from buildings and are expected to know their whereabouts and the procedure for their use.

14. Stairwell Doors / Exit Only Doors
Wedges are not to be used to hold doors open. The use of wedges jeopardizes safety and security.
RESIDENCE HALL HOURS

1. **Opening/Closing**
   The residence halls open at 8:00 a.m., Monday through Saturday, and at 9:00 a.m. Sunday. The residence halls close at 11:30 p.m. All visitors and messengers are required to present themselves at the reception desk.

2. **Quiet Hours**
   Group living requires that students be considerate and respectful of others and that all residents and visitors cooperate in observing the individual’s right to study at any time desired. A reasonable degree of quietness is essential in the residence halls at all times. Stereo equipment and radios may be played in students’ rooms at moderate decibel levels which do not disturb others. Typewriters can also be disturbing and should be used with consideration of others. Violation of these standards is considered a serious offense to the pursuit of education, which is the primary purpose for being at Clark Atlanta University. Interference with this pursuit through loud stereo equipment, radios, or conversations will be considered a serious offense.

3. **Visitors**
   A visitor’s sheet is provided in each residence hall and should be signed by non-residents who enter the hall after 6:00 p.m. Visitors must present a current ID card or driver’s license to the staff person on duty. The staff person will hold the ID card until the visitor departs from the residence hall. The visitor must be met by the resident and escorted to the room. If the resident is not available, the visitor must vacate the premises immediately.

4. **Coed Visitation**
   Regulations governing visitations in the residence halls will be administered by the Office of Residence Life. The following specific regulations govern coed visitation:

   All Halls: Coed Visitation Hours: 6:30 p.m. - 11:30 p.m., 7 days a week.
   a. All visitors must enter the front door and sign in at the main desk. Visitors must know the full name of the person to be visited. A visitor must be signed in and out by the resident of the hall and escorted from the main desk to the room visited.
   b. Each student must be clothed in street attire during visiting hours, and doors are to remain unlocked while visitors are present.
   c. Hall Director and designated University officials may request entrance to any room at any time.
   d. There will be no loitering in the building, especially in the area of the front desk. (For security reasons, the desk worker must be able to see persons who enter the building.)
   e. Guests should begin exiting hall ten minutes prior to the end of visiting hours. Visitors and hosts/hostesses will report to the main desk, and hosts/hostesses must sign out visitors by the end of visiting hours. All visitors must leave by the front entrance.
   f. Hall Director will implement the conditions for coed visitation and all related policies in the Student Handbook, Housing Contract, and Student’s Guide to
Residential Living. Reports on violations are made by RA's or Hall Director, who will refer the repeated violators to the Department of Residence Life. The Hall Director may apply disciplinary action for fewer than three violations.

RESIDENCE HALL LOUNGES
Residence lounges may be used by all residents who show proper respect for the rights and needs of others and who maintain the room furnishings and décor in good condition. Callers may wait in the lounge for residents, though unscheduled visits must be limited in consideration of others.

SAFETY PROVISIONS
1. Emergency Preparedness
   Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents shall pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedures for their use. Evacuation route information is provided on the back of each room door and in residence hallways.

2. The Panic Door
   All residence halls are equipped with panic doors which are to be used only in case of emergency between midnight and 8:00 a.m. The main exit should be used for regular exits and entrances to the buildings. Those who violate this regulation by placing a wedge in the door or admitting others to the building through the panic door may be suspended or dismissed from the residence hall.

COMMON AREAS
Residents are expected to take every precaution to ensure that common areas are not abused (e.g., hallways, baths, stairwells, lounges, utility/storage areas, and kitchens). In halls or areas where the University has determined that residents are tolerating abuse of University property and responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of repairing such damages. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

ELECTRICAL APPLIANCES
Cooking appliances such as hot plates are to be used only in places designated for such use, not in students’ rooms. Care should be taken not to overload the circuits, to be cognizant of fire safety issues and to conserve energy.

GOVERNANCE
Residence halls are governed by Hall councils. Each residence hall’s council is composed of the president and vice president, secretary, treasurer, a representative for each floor in the residence hall, and the Hall Director. The officers of this body are elected by the members of the hall. The council president has the responsibility of implementing the residence hall programs and activities and of bringing to the council’s attention any matters within its jurisdiction.
The council represents all residents in the hall. Meetings are held monthly. This body elects officers at the beginning of each school year. The procedure for electing officers is as follows:

1. The Hall Director (HD) receives nominations from the hall for the offices of president, vice president, secretary, and treasurer.
2. Candidates for the above offices are screened carefully by the H.D. on the basis of leadership ability, emotional maturity, general deportment, and personal appearance. If the H.D. decides that all the council nominations in any category fail to qualify, he/she has the power to select other candidates.
3. The names of the qualifying candidates are presented to the hall for final approval and a subsequent vote.

**POLICY ON SMOKING IN RESIDENCE HALLS**

Clark Atlanta University holds a commitment to a wholesome life, underscored and supported by the University’s unique environment, policies and practices. Clark Atlanta University has therefore joined hundreds of similar institutions around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community.

Tobacco use has clearly been established as a preventable cause of many kinds of illness. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to nonsmokers. Smoke from cigarettes, cigars and pipes can be an irritant to many nonsmokers and can aggravate allergic conditions. In sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though affecting primarily the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking. No smoking will be allowed in any residential hall at Clark Atlanta University by students, faculty or staff. This policy is being adopted out of consideration for the safety and well-being of the entire University community and out of a concern for the maintenance of sanitary conditions in the University’s buildings and other facilities. The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers.

The Residence Life Staff works to ensure that this environment and these conditions exist. A complete description of Residence Life’s community standards, policies and procedures can be found in the Student’s Guide to Residential Living.

Residents are expected to adhere to policies, procedures, and guidelines found in the following aids: (1) Student Housing Contract, (2) Student Handbook, and (3) Student’s Guide to Residential Living.
SAFEKEEPING: PERSONAL VALUABLES

Clark Atlanta University will not assume responsibility for valuables and money left in rooms, or for personal property damaged or stolen on University premises. Students are advised to purchase personal property insurance or to amend the parent/guardian homeowner’s insurance policy. Renter’s insurance information can be obtained from the Office of Residence Life in Kresge Hall, Room 308.

DISCIPLINARY MATTERS

Minor infractions of University policies, regulations and guidelines that govern residence life (student housing) will be handled by the Hall Director and/or the Director of Residence Life. Major infractions, as well as repeated minor infractions, will be handled by the Dean of Students as outlined in the University’s Code of Student Conduct.

ADMINISTRATIVE WITHDRAWAL OR TERMINATION

1. Grounds for Administrative Termination or Withdrawal

The University reserves the right to administratively withdraw or terminate the enrollment status of any student -- without a hearing as provided under the Student Judicial Code of Conduct -- who:

   a. Engages in behavior or conduct which poses a threat of physical harm or injury to himself or herself, others or University property;

   b. Failure to satisfy an overdue financial obligation to the University (i.e. tuition, loans, housing fees, library fines or fees, orientation fees, student activities fee, health services fee, and other fees established by the University); and/or

   c. Has a pending criminal charge brought pursuant to federal and/or state criminal laws.

2. Procedures for Implementing Administrative Termination or Withdrawal

If grounds for administrative termination are found to exist, the appropriate administrative official (i.e. Dean of Students, Vice President of Student Affairs or Provost) will provide a written notification to the Registrar that administrative termination has been determined and is in progress. The notification will precisely and accurately list the facts upon which the administrative official made his or her determination. The administrative official will then notify the student, in writing, of the pending termination and of the final decision. The student cannot appeal the final decision.

3. Effects of Administrative Termination or Withdrawal

If a student is administratively terminated, the student is not allowed to complete the current semester, a grade of “W” (i.e. withdrawal) will be recorded for current coursework on the student’s transcript, an Administrative Termination code of “AW” will be recorded in Banner
and the administrative withdrawal may be noted in his/her judicial file. The University will withdraw the student from classes and suspend his or her University-affiliated social privileges. The student must also return his or her student identification card and other University property.

4. Reinstatement After Administrative Termination

A student who wishes to be reinstated after having undergone the administrative termination process may reapply to the University one (1) year from the end of the semester in which he/she was terminated unless otherwise provided for in the student’s written notification or in other regulations of the University. If the student satisfies the requirements for reinstatement, the Administrative Termination hold will be lifted to permit reinstatement but will not be removed from the student's Banner account and/or judicial file. The requirements for reinstatement are determined on a case-by-case basis.

WRITTEN STUDENT COMPLAINTS FOR MATTERS NOT OTHERWISE COVERED BY OTHER POLICIES CONTAINED IN THE STUDENT HANDBOOK

When students are unable to resolve concerns through regular discourse, a written student complaint should be submitted to the Office of the Vice President for Student Affairs. All written complaints must be transmitted through traditional or electronic mail. The Vice President for Student Affairs, or his designee, will determine the appropriate personnel to review the complaint. The written complaint should include the name and contact information of the student filing the complaint, as well as a description or summary statement with essential details of the complaint. The student should receive written acknowledgement of the complaint by the Vice President for Student Affairs, or his designee, within ten (10) business days. The complaint will be reviewed by the appropriate personnel, and a collective approach will be undertaken to resolve it. Within twenty (20) business days of receipt of the complaint, the student will receive notification of resolution, and/or the University’s position concerning the complaint, from the Vice President for Student Affairs or his designee.

NOTE: This complaint process does not apply to reports and complaints related to allegations of sex- or gender-based discrimination, including, but not limited to, sexual harassment, sexual violence, dating violence, domestic violence, stalking, sexual assault or any other violations of Title IX of the Education Amendments of 1972. Students seeking to submit such complaints should follow those complaint procedures detailed in Part Two of the Student Judicial Code of Conduct.
STUDENT JUDICIAL CODE OF CONDUCT

PART ONE
GENERAL PROVISIONS

SECTION 1.
PURPOSE

1.1 The primary purpose for the imposition of discipline in the University setting is to protect the campus community and foster an environment of transparency and safety. Consistent with that purpose, reasonable efforts will also be made to foster the personal, educational, and social development of those Students who are held accountable for violations of University policies and regulations.

SECTION 2.
JURISDICTION AND DISCIPLINARY AUTHORITY

2.1 Jurisdiction under this Code may be exercised with respect to conduct that occurs at any time between a Student's acceptance of admission and until withdrawal, graduation, or a break in registration for twelve (12) or more months that results in an inability to register for classes without reapplication. Jurisdiction extends to any incident or conduct related to a Student's application for admission or financial aid or otherwise related to his or her admission to the University.

2.2 The University's Board of Trustees through the University President is vested with the ultimate decision-making authority for Student discipline. Disciplinary authority may be delegated to University administrators, faculty members, committees, and organizations, as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the Board of Trustees.

2.3 The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those Students whose behavior off University premises indicates that they pose a substantial danger to members of the University community and others.

SECTION 3.
INTERPRETATION OF REGULATIONS

3.1 The purpose of publishing these disciplinary regulations is to give Students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute and is not designed to define prohibited conduct in exhaustive terms.

SECTION 4.
KEY DEFINITIONS

4.1 When used in this Code:
a) **“Aggravated Violation”** means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal University of University-sponsored activities.

b) **“Cheating”** means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

c) **“Chief Judicial Affairs Officer”** means the Chief Judicial Affairs Officer or designee, who also serves as the Associate Dean of Students.

d) **“Code”** means this Student Judicial Code of Conduct in its entirety.

e) **“Complainant”** means a member of the University community who files a formal complaint against a Student, Group, or Organization for violation of this Code or, for purposes of the Procedures set forth in Part Two of this Code, a Student who alleges to have experienced the Sexual Misconduct.

f) **“Consent”** - Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one’s responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to his or her age. Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.” Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

g) **“Dating Violence”** - Violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved in the relationship”

h) **“Dean of Students”** means the Dean of Students or designee for the purposes of this Code. For purposes of this Code, the terms "Dean of Students" and "Dean of Students" shall be used interchangeably.
i) “Distribution” means any form of sale, exchange or transfer.

j) “Domestic Violence” or “Family Violence” - Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. Georgia state law specifically defines such violence as the occurrence of a felony or the commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass between:
   (i) past or present spouses;
   (ii) persons who are parents of the same child;
   (iii) parents and children;
   (iv) stepparents and stepchildren;
   (v) foster parents and foster children; or
   (vi) other persons living or formerly living in the same household.

k) “Fabrication” means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

l) “Facilitating academic dishonesty” means intentionally or knowingly helping or attempting to help another violate any provision of this Code.

m) “Force” - The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

n) “Group” or "Student Group" means two or more persons associated with one another for a common academic, social, community or other purpose but have not complied with University requirements for registration as a University-recognized organization.

o) “Hazing” is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person, as a condition, directly or indirectly, of the person’s consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group. No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, co-participants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. A
Student's consenting to hazing shall not release or minimize an Organization’s or person’s liability in any way. Hazing activities include, but are not limited to, whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, drugs (legal or illegal), or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping, or car drops. Recognized Student Organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.

p) **“Incapacitation”** - Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another’s ability to give consent.

q) **“Institution”** and **“University”** mean Clark Atlanta University and all of its undergraduate, graduate and professional schools, divisions, and programs.

r) **“Investigator(s)”** - means an official(s) designated by the Title IX Coordinator to conduct an investigation of alleged Sexual Misconduct, and who acts as the primary witness in the event of a disciplinary hearing.

s) **“Non-Consensual Sexual Contact”** - Any intentional touching of a sexual nature, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. The crimes of sexual battery and aggravated sexual battery are encompassed in this definition.

t) **“Non-Consensual Sexual Intercourse”** - Insertion of a sex organ, object, tongue or finger into the sex organ, mouth or anus of another, no matter how slight the insertion or contact, with consent and/or by force.

u) **“Notice of Outcome”** means a written notification issued to a Complainant and a Respondent following the conclusion of a student judicial proceeding under this Code. The Notice of Outcome shall be issued to the Complainant and the Respondent concurrently and shall contain the determination of whether the Respondent is Responsible or Not Responsible for the alleged violations and, where applicable, sanction(s) assigned, the due date(s) of the sanction(s), any other steps the University will or has taken to eliminate the hostile environment, and any available appeal rights.
This term may also be used to refer to the written statement of a Title IX Coordinator or other investigator of his/her findings regarding the validity of the complaint and the recommended corrective actions to be taken and/or sanctions to be imposed in cases involving violations of Title IX.

v) “Organization” or "Student Organization" means two or more persons associated with one another for a common academic, social, community or other purpose and who have complied with University requirements for registration.

w) “Plagiarism” means intentionally or knowingly presenting the words or ideas of another as one’s own in any academic exercise.

x) “Rape” - A person commits the offense of rape when he has "carnal knowledge" of (1) a female forcibly and against her will; or (2) a female who is less than 10 years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant is not a defense to a charge of rape. A person convicted of rape in Georgia is subject to punishment by imprisonment for 25 years, life imprisonment or death.

y) “Reckless” or any variation thereof means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or result in interference with normal University or University-sponsored activities.

z) “Respondent” generally means a Student, Group, or Organization formally or informally charged with and/or accused of violating this Code. The term may also be used to refer to a person alleged to be responsible, or who is accused of conduct alleged in a complaint to constitute a Title IX violation. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint (i.e. a department head or chairperson).

aa) “Responsible” means a determination by a University Judicial Hearing Board, an Ad Hoc Judicial Hearing Board, or a Special Matter Hearing Panel (as described in Part Two of this Code) that the Respondent has, in fact, committed an act in violation of this Code.

bb) “Sex Discrimination” - conduct which is federally prohibited - occurs when a person has been treated unequally based on his or her gender in education programs or activities. Such programs or activities include, but are not limited to, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment. The prohibition on sex discrimination also covers discrimination on the basis of pregnancy, termination of pregnancy, childbirth, or related conditions. Also prohibited as sex discrimination is any act which is based on parental, family, or marital status and which is applied differently based on sex.
cc) “Sexual Assault” - Any type of Sexual Contact or behavior that occurs without the explicit consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape, attempted rape, sexual battery and aggravated sexual battery. Georgia law defines sexual assault as sexual contact that is perpetrated by a person who has supervisory or disciplinary authority over another individual.

dd) “Sexual Contact” - The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.

ee) “Sexual Misconduct” is a broad term that encompasses sexually motivated misconduct as described in the Sexual Harassment Policy, including conduct of an unwelcome and/or criminal nature. Thus, for purposes of this Code, Sexual Misconduct includes, but is not limited to:
   (i) Rape;
   (ii) Sexual Exploitation;
   (iii) Nonconsensual Sexual Contact;
   (iv) Nonconsensual Sexual Intercourse;
   (v) Sexual Assault;
   (vi) Sexual Violence;
   (vii) Domestic Violence;
   (viii) Dating Violence; and
   (ix) Stalking.

ff) “Sexual Exploitation” - Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other Sexual Misconduct offenses. Examples of sexual exploitation include, but are not limited to the following: Invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent; observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts; engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one’s breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals; sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

gg) “Sexual Violence” - Sexual violence, as defined by the Department of Education and relevant guidance, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees,
other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

**hh) “Stalking”** - Occurs when a person follows, places under surveillance or contacts another person (i.e. the victim) at or about any public or private property occupied by the victim other than the residence of the person without the consent of the victim for the purpose of harassing and intimidating the victim. Harassment and intimidation is a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. Examples of contacting another person include, but are not limited to, communicating in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device.

**ii) “Standard of Proof”** means the standard by which it is determined whether or not a violation of this Code has occurred. For purposes of Code procedures, the required Standard of Proof is a "preponderance of evidence," which means the evidence presented demonstrates that it is more likely than not that a violation has occurred.

**jj) “Student”** means an individual who, at the time of the alleged conduct, has accepted an offer of admission to the University by paying the required confirmation fee or has registered and/or enrolled for coursework; is participating in a University-sponsored or -affiliated educational program, and continues until withdrawal, graduation, or a break in registration for twelve or more months that results in an inability to register for classes without reapplication; and for whom the institution maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA)(20 U.S.C. § 1232g) and related regulations.

**kk) “Title IX Coordinator”** means the designated University official with ultimate oversight and responsibility for the University’s compliance with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), implementing regulations and relevant supplemental guidance.

**ll) “University premises”** refers to buildings or grounds owned, leased, operated, controlled or supervised by the University.

**mm) “University-sponsored activity”** means any activity hosted, performed or conducted on or off University premises that is specifically initiated or supervised by the University.

**nn) “Weapon”** means any object or substance designed to inflict a fatally wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, and chemicals such as “mace” or tear gas. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of “weapon.”
oo) “Will” or “shall”, when used in this Code, is to be regarded as a command or directive.

SECTION 5.
STUDENT GROUPS AND ORGANIZATIONS

5.1 Student Groups and Student Organizations may be charged with violations of this Code without regard to whether members of such Groups or Organizations are individually charged with violations arising from the same occurrences.

5.2 A Group or Organization and its officers may be held responsible collectively and individually for violation of this Code when those associated with the Group or Organization have received the consent or encouragement of the Group or Organization or of the Group’s or Organization’s leaders or officers.

5.3 The officers, leaders or any identifiable spokesperson for a Student Group or Organization may be directed by the Chief Judicial Affairs Officer or designee to take appropriate action designed to prevent or end violations of this Code by the Group or Organization. Failure to make reasonable efforts to comply with the Chief Judicial Affairs Officer or designee’s directive shall be considered a violation of Section 10.1(g) of this Code, both by the officers, leaders or spokespersons for the Group or Organization and by the Group or Organization itself.

5.4 Sanctions for Group or Organization misconduct may include revocation or denial of registration, as well as other appropriate sanction authorized by this Code.

SECTION 6.
VIOLATIONS OF STATE AND/OR FEDERAL LAW AND UNIVERSITY REGULATIONS

6.1 Students may be accountable to both criminal and civil authorities as well as to the University for acts that constitute violations of state and/or federal law and of this Code. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

SECTION 7.
INTERIM MEASURES PENDING DISCIPLINARY OR CRIMINAL PROCEEDINGS, MEDICAL EVALUATIONS OR APPEALS

7.1 The Dean of Students may suspend a Student from the University for an interim period pending disciplinary or criminal proceedings, medical evaluations or appeals. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the Student at the University poses a substantial and immediate threat to himself or herself, or to others.

7.2 A Student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Students or the Dean of Student's designee in order to
discuss the following issues only: (A) The reliability of the information concerning the Student’s conduct, including the matter of his or her identity; and (B) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student on University premises poses a substantial and immediate threat to himself or herself, or to others.

SECTION 8.
STANDARDS OF CLASSROOM BEHAVIOR

8.1 The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or other educational exercise may be directed by the faculty member to leave the class, room or space for the remainder of the class period or educational exercise. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a hearing as set forth in Part One, Section 19 of this Code; a disciplinary conference as set forth in Part One, Section 20 of this Code; or in accordance with Part One, Section 7 of this Code, when interim measures are appropriate.

SECTION 9.
STUDENT PARTICIPATION IN PROCEEDINGS ALLOWED IN LIMITED CIRCUMSTANCES

9.1 For proceedings not involving complaints and/or allegations of Sexual Misconduct, Students are asked to assume positions of responsibility in the University judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. However, Students are not permitted to participate in proceedings involving allegations, conduct or complaints involving Sexual Misconduct, unless those Students are parties or witnesses to those proceedings. Final authority in disciplinary matters that permit student participation as described in this Section is ultimately vested in the Board of Trustees and in the University administration.
SECTION 10.
PROHIBITED CONDUCT

10.1 The following conduct on University-owned or -controlled premises or at University-sponsored activities is subject to disciplinary action:

a) Intentionally or recklessly endangering, threatening, or causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.

b) Any form of Sexual Misconduct. (See Grievance Procedures in Part Two of this Code).

c) Unauthorized use, possession or storage of any weapon or explosive, whether or not a federal or state license to possess the same has been issued to the possessor.

d) Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

e) Intentionally or recklessly interfering with normal University or University sponsored activities, including but not limited to studying, teaching, research, University administration, or fire, police or emergency services.

f) Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

g) Any act of academic dishonesty, including cheating, plagiarism, fabrication, or facilitating academic dishonesty by intentionally furnishing false information to the University.

h) Unauthorized distribution or possession for the purpose of distribution of any alcohol, marijuana, controlled substance or illegal drug.

i) Providing or facilitating the consumption of alcohol by any person, without taking reasonable and prudent precautions to ensure that the person is of legal drinking age in Georgia.

j) Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.

k) Intentionally and substantially interfering with the freedom of expression of others.

l) Illegal use or possession of any alcohol, marijuana, controlled substance or illegal drug.

m) Theft of property or of services; knowingly possessing stolen property.
n) Intentionally or recklessly destroying or damaging University property, or the property of others.

o) Failing to comply with the directions of University officials, including campus police and public safety officers, acting in performance of their duties.

p) Violations of other published University regulations or policies. Such regulations or policies may include those regulations relating to entry and use of University facilities, sale or consumption of alcoholic beverages, use of amplifying equipment, campus demonstrations, parking rules and regulations, regulations governing student organizations, etc.

q) Intentionally or recklessly misusing or damaging fire safety equipment.

r) Unauthorized use or possession of fireworks on University premises.

s) Violations of the University’s Anti-Hazing Policy, which prohibits activities including, but not limited to, whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal) or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping or car drops.

t) Malicious destruction, unwarranted damage or misuse of University property, items rented, leased or placed on the campus at the request of the institution or items belonging to Students, faculty, staff, guests of the University or Student Groups.

b) Intentional harassment/bullying of another person. Harassment/bullying includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, derogatory comments on any social media sites, stalking or persistently bothering or annoying. Harassment/bullying may represent, but is not limited to, acts based on gender, race, religion, national origin, handicap, gender identity, sexual orientation or group/organization affiliation. A person found to have engaged in such conduct may also be subject to criminal and civil prosecution and liability under applicable federal civil rights laws.

c) Any other conduct prohibited under this Code or state and federal law.

SECTION 11.
PROHIBITION AGAINST HAZING

11.1 The University prohibits any Group or Organization, including but not limited to, fraternities, sororities, athletic teams, other recognized Organizations, Groups or persons using University facilities, and individuals who are members of any such Groups or Organizations or who attend events or activities sponsored, organized or supported in any
way by those organizations from Hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those Organizations.

11.2 Violations of the University's Anti-Hazing Policy shall subject a Student, Group or Organization to the full range of disciplinary sanctions provided in this Code as well as organizational sanctions described in the University's Anti-Hazing Policy, such as probation, suspension of recognition and withdrawal of University recognition.

11.3 Self-regulating procedures established by the National Pan-Hellenic Council and other recognized student governance bodies with jurisdiction over recognized student organizations with respect to complaints against their members for allegations of hazing shall be independent of University disciplinary proceedings.

11.4 Students personally subject to sanctions under this Code for violations of the University's Anti-Hazing Policy will not be absolved of any and all applicable state and/or federal civil and criminal penalties, including but not limited to fines, criminal convictions and/or imprisonment.

SECTION 12.
PROHIBITION AGAINST ABUSE, MISUSE AND/OR THEFT OF COLLEGE COMPUTER DATA, PROGRAMS, TIME, COMPUTER AND/OR NETWORK EQUIPMENT

12.1 All computers, software, network connections, Internet connections, and email systems provided to or permitted for usage by students are the property of the University and are not to be used for any illegal or inappropriate purposes. In furtherance of the University's commitment to maintaining a campus environment free of harassment, the University prohibits the use of computers and the email system in ways that are disruptive, inappropriate, harassing, threatening, or offensive to others, and reserves the right to monitor Internet activity and read any data composed, sent, or received through the University's online connections and stored in its computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any student or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, obscene comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, it should not be put on the Internet. You are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
Abuse of University-provided Internet access in violation of law or University policies will result in disciplinary action, up to and including expulsion. One may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

a) Unauthorized use of computing and/or networking resources.

b) Unauthorized accessing and/or copying of programs, records, or data belonging to the University and/or other user, or copyrighted software, without permission.

c) Use of computing and/or networking resources for unauthorized or nonacademic purposes.

d) Attempted or actual breach of the security of another user's account and/or computing system.

e) Attempted or actual use of the University computing and/or networking resources for personal or financial gain.

f) Attempted or actual transport of copies of University programs, records, or data to another person or computer without written permission.

g) Attempted or actual destruction of the integrity of computer-based information.

h) Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).

i) Allowing another person, either through one's personal computer account, or by other means, to accomplish any violation.

j) “Spamming,” which is defined as the sending of unsolicited e-mails to parties with whom you have no existing business, professional, or personal acquaintance.

SECTION 13. GENERAL SANCTIONS

13.1 A Student, Group and/or Organization found to have committed or to have attempted to commit any of the specifically prohibited acts set forth in this Code or to have violated any other University policy or regulation described in this Code may be subject to one or more of the following categories of sanctions:

a) Warning: Verbal notice that violation of specified regulations and/or continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

b) Official Reprimand: A written notice of reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Evidence of this sanction may appear as a notation on
the Student’s academic transcript for up to one (1) year from the date of the Student's graduation, suspension or withdrawal from the University, where applicable.

c) **Disciplinary Probation:** Exclusion from participation in privileged or extracurricular University-sponsored activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, may result in suspension or expulsion from the University. Evidence of this sanction may appear as a notation on the Student’s academic transcript for up to two (2) years from the date of the Student's graduation, suspension or withdrawal from the University, where applicable.

d) **Restitution:** Monetary repayment or reimbursement to the University or to an affected party for economic damages resulting from a Student's violation of this Code.

e) **Suspension:** Temporary exclusion from University premises and other privileges or activities, as set forth in the suspension notice. Evidence of this sanction may appear as a notation on the Student’s academic transcript for up to five (5) years from the date of the Student's graduation, suspension or withdrawal from the University, where applicable.

f) **Expulsion:** Permanent termination of student status, and exclusion from University premises, privileges and activities. Evidence of this sanction may be permanently noted on the Student’s academic transcript. No Student shall be expelled without final review and approval of the University President.

g) **Other Sanctions:** Other sanctions may be imposed instead of, or in addition to, those specified in sections (a) through (f) of this part. For example, a Student may be removed from University housing for disciplinary violations that occur in the residence halls. Likewise, a Student may be subject to restrictions upon or denials of University parking privileges for violations involving the use of registration of motor vehicles on campus. Community service or research projects and/or papers may also be assigned.

13.2 Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature and circumstance of the offense, and the severity of any damage, injury or harm resulting from it.

13.3 Repeated or Aggravated Violations of any part of this Code may also result in expulsion or suspension from the University.

**SECTION 14. SANCTIONS FOR VIOLATIONS OF UNIVERSITY ALCOHOL AND DRUG POLICIES**

14.1 In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989, the University has adopted the following standard of conduct: All Students, Groups and Organizations are prohibited from engaging in the possession, use, consumption, sale, manufacture or distribution of illicit drugs and alcohol on University-owned or -controlled
property or at any University-sponsored event. Any Student, Group or Organization who violates the above standard of conduct will be subject to disciplinary sanctions according to the following guidelines:

a) **Unlawful possession of alcohol:**
   • Official Reprimand and Disciplinary Probation

b) **Unlawful use of alcohol:**
   • Official Reprimand and Disciplinary Probation

c) **Unlawful sale or distribution of alcohol:**
   • Official Reprimand and Disciplinary Probation

d) **Possession of illicit drugs:**
   • Disciplinary Probation and Suspension for up to three (3) consecutive semesters

e) **Use of illicit drugs:**
   • Disciplinary Probation and Suspension for up to three (3) consecutive semesters

f) **Gratuitous distribution of illicit drugs:**
   • Disciplinary Probation and Suspension for up to six (6) consecutive semesters

g) **Sale of illicit drugs:**
   • Suspension for up to six (6) semesters and Expulsion

14.2 The actual sanction to be imposed will depend on the type and amount of unlawful substance or any other aggravating or mitigating circumstances. The above ranges of disciplinary sanctions apply to first offenses only; multiple offenses will result in more severe sanctions, including possible expulsion. The University may combine other sanctions (such as completion of a rehabilitation program and/or community service) with those listed above. In addition to imposing appropriate sanctions, the University may notify local and federal authorities when criminal activity has occurred.

**SECTION 15. STANDARDS OF DUE PROCESS**

15.1 Any Student, Group or Organization charged with violating this Code will be entitled to a judicial board hearing or a disciplinary conference, where appropriate. Except in cases involving complaints or allegations of Sexual Misconduct, a Student, Group or Organization may also have their cases resolved informally through mediation. Cases are referred to mediation with the understanding that decisions made there are binding and final. Cases handled through mediation will not be reheard in a disciplinary conference or hearing, unless another incident occurs.

15.2 The purpose of campus disciplinary proceedings is to provide a fair evaluation of whether a Respondent has violated University regulations. Formal rules of evidence shall not be
applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a Complainant, Respondent or the University may result.

SECTION 16.
STATEMENT OF STUDENTS', GROUPS' AND ORGANIZATIONS' RIGHTS

16.1 Any Student, Group, and Organization accused of violating any part of this Code shall have the following rights:

a) To be presumed not Responsible until proven otherwise;

b) To be given written notice of any charges of alleged violations of the Code;

c) To be advised of and review the evidence associated with the case;

d) To obtain the list of witnesses who have been called to present information at the hearing;

e) To request a delay of the hearing due to extenuating circumstances, provided that the grant of such request is in the discretion of the Chief Judicial Affairs Officer;

f) To challenge the objectivity of a Hearing Officer or a hearing panel member if the Student, Group, or Organization believes that a bias or conflict of interest may exist;

g) To admit responsibility for any or all of charges of alleged violations of the Code;

h) To decline to make statements;

i) To present his or her version of the events in question;

j) To have witnesses present information on his or her behalf;

k) To be advised by and/or receive assistance in preparing his or case from a licensed attorney or a non-attorney campus advisor prior to any hearing or disciplinary conference;

l) To appeal the decision of a hearing board within the limits of the time and conditions specified in this Code.

SECTION 17.
CASE REFERRALS

17.1 Any Student, faculty member, staff member, or University employee or administrator may report a Student, Group or Organization suspected of violating this Code to the Chief Judicial Affairs Officer. The referral must be in writing and must include factual information supporting the allegation. The person making such a referral is normally expected to serve as a witness in any hearing or disciplinary conference. In cases not
involving Sexual Misconduct, the person may request the assistance of a non-attorney student advisor, as set forth in this Code.

17.2 Within thirty (30) days of such a referral, the Chief Judicial Affairs Officer will determine whether a formal charge should be pursued and whether the alleged misconduct could result in the Student, Group or Organization's expulsion or suspension from the University. Students, Groups or Organizations subject to those sanctions will be entitled to a hearing before a University Hearing Board or a disciplinary conference with the Chief Judicial Affairs Officer or designee.

17.3 A Student, Group or Organization referred for a hearing before the University Hearing Board may elect, instead, to have his, her or its case resolved through a disciplinary conference as set forth in Part One, Section 20 of this Code.

17.4 For cases not involving allegations of Sexual Misconduct, the Chief Judicial Affairs Officer may defer disciplinary proceedings for alleged minor violations of this Code for a period not to exceed ninety (90) days. Pending charges may be withdrawn thereafter at the discretion of the Chief Judicial Affairs Officer or designee.

SECTION 18.
HEARING BOARDS

18.1 A University Judicial Hearing Board shall be authorized to hear cases in which the Chief Judicial Affairs Officer or Title IX Coordinator (if applicable) has determined that formal charges in response to a case referral or report should be pursued.

18.2 The Chief Judicial Affairs Officer shall be responsible for soliciting nominations for, screening, appointing and training members of the University Judicial Hearing Board. The University Judicial Hearing Board shall consist of three (3) students, two (2) faculty members, and two (2) administrators.

18.3 The Chief Judicial Affairs Officer may appoint an Ad Hoc Judicial Hearing Board whenever any panel of the University Judicial Hearing Board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An Ad Hoc Judicial Hearing Board shall be comprised of three (3) persons, including no more than one (1) student.

18.4 The role of the University Judicial Hearing Board or an Ad Hoc Judicial Hearing Board shall be to make determinations on responsibility and recommendations for sanctions to the Dean of Students.

18.5 Members of any University Judicial Hearing Board or Ad Hoc Judicial Hearing Board who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Chief Judicial Affairs Officer. Members found to have actually violated any section of this Code may be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Dean of Students.
18.6 No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.

SECTION 19.
HEARING PROCEDURES

19.1 The following procedural guidelines shall apply in disciplinary hearings conducted by a University Judicial Hearing Board or an Ad Hoc Judicial Hearing Board:

a) Appointment and Duties of the Hearing Officer:

(i) The Chief Judicial Affairs Officer will appoint a Hearing Officer, who shall conduct the hearing. The Hearing Officer must not be a member of the University Judicial Hearing Board or, if applicable, the Ad Hoc Judicial Hearing Board or any Special Matter Hearing Board. The Hearing Officer may participate in hearing board deliberations and discussions and issue subpoenas but shall not have a vote.

(ii) The Hearing Officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the Respondent, who disrupts a hearing, may be excluded from the hearing by the Hearing Officer.

b) General Provisions:

(i) All aspects of a hearing, except for hearing board deliberations, may be tape-recorded or transcribed. If a hearing is not tape-recorded or transcribed, the hearing board must place the outcome of and/or decision rendered in the hearing in writing. The writing must also include a summary of the testimony and shall be sufficiently detailed to permit review by the Dean of Students.

(ii) All hearings will be closed to the public unless the Complainant(s) and the Respondent(s) mutually agree in writing to an open hearing. In a closed hearing, admission of any person to the hearing shall be at the discretion of the Hearing Officer; however, in all cases of alleged Sexual Misconduct, the Complainant and the Respondent shall have the same opportunities to have others present. In cases specifically involving allegations of Sexual Misconduct and/or Sex Discrimination, the Title IX Coordinator and any Investigators may be present.

(iii) Except for extenuating circumstances, a Respondent who fails to appear after having received proper notice of a hearing will be deemed to have pled "no contest" to the complaint pending against them. In such cases, the Complainant will still be required to attend and present a prima facie case.

(iv) For cases specifically involving allegations of Sexual Misconduct or Sex Discrimination (see Part Two of this Code), the Complainant need not be
present at the hearing as a prerequisite to proceed with the hearing. If the Complainant chooses to be present at such hearing, he or she will not be required to be present for the entire hearing. In such cases, the Respondent may also choose not to be present for the entire hearing. When requested, the Hearing Officer will make arrangements so that the Complainant(s) and the Respondent(s) do not have to be present in the same room at the same time.

c) **Pre-Hearing Proceedings:**

(i) At least five (5) calendar days before the scheduled hearing the Chief Judicial Affairs Officer shall give the Complainant and the Respondent Notice of the specific charges against the Respondent; the date, time and location of the hearing; the names of the panelists who will hear the case; the names of any witnesses for the University; and a statement of the Students' rights.

(ii) Complainants and Respondents shall be afforded reasonable access to the case file, which will be maintained in the Office of the Dean of Students. Notice of the hearing shall be deemed given as of the date listed on the Notice.

(iii) The Hearing Officer may subpoena witnesses upon motion of any hearing board member or of either party and shall subpoena witnesses upon request of the Dean of Students. Subpoenas must be approved by the Dean and be delivered to the witness personally or by certified mail, return receipt requested, no later than three (3) days before the scheduled hearing date. University Students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal University activities.

(iv) A hearing board member who has a conflict with, bias about or interest in the case should recuse himself or herself from the proceedings. If a hearing board member with such a conflict, bias or interest fails to recuse himself or herself, the Chief Judicial Affairs Officer shall make the decision about whether to remove that person from the hearing board.

(v) If a Complainant or a Respondent believes that one or more of the hearing board members has a conflict with, bias about or interest in the case, the Complainant or Respondent must bring the challenge in writing to the Chief Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The Chief Judicial Affairs Officer shall make a decision on the challenge prior to the hearing. If the Chief Judicial Affairs Officer determines possible bias, conflict or interest, he or she shall excuse the hearing board member and appoint a replacement.
d) **The Hearing and Determinations on Responsibility:**

(i) At the commencement of the hearing, each party shall have an opportunity to provide an opening statement summarizing his or her position on the determination of responsibility.

(ii) Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. The Hearing Officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

(iii) Each party shall be permitted to call his or her own witnesses. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University, pursuant to Part One, Section 10.1(g) of this Code. In cases involving allegations of Sexual Misconduct and/or Sex Discrimination, the Title IX Coordinator or an Investigator may be permitted to testify to his/her investigative findings at the hearing.

(iv) Prospective witnesses, other than the Complainant and the Respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during hearing board deliberations, which shall not be recorded or transcribed.

(v) Complainants and Respondents shall be accorded the same opportunity to question witnesses who testify at the hearing. However, in cases involving allegations of Sexual Misconduct, questions about the Complainant's sexual history with anyone other than the Respondent(s) are expressly prohibited.

(vi) Affidavits normally shall not be admitted into evidence. The Hearing Officer may admit testimony by affidavit into evidence if signed by the affiant and witnessed by a notary public. Compelling reasons must be given by the moving party to allow testimony by affidavit.

(vii) Hearing board members may take judicial notice of matters which would be within the general experience of University Students, faculty members, and administrators.

(viii) The charges against the Respondent must be established by a majority decision applying the required Standard of Proof.

(ix) A hearing board's determination on responsibility or non-responsibility for the violation(s) charged shall be made in private and shall be by majority vote, based solely on the evidence presented at the hearing.
Within ten (10) days after the hearing, the Hearing Officer shall issue a written decision which includes a statement of the hearing board's determination of responsibility (i.e. Responsible or Not Responsible) and a brief summary of the evidence (i.e. findings) upon which the determination is based.

Any determination of responsibility will be placed in the case file and made available to only the Respondent and any other persons for which the Respondent has given the University written consent, pursuant to FERPA, to make said files available.

e) **Supplementary Proceedings and Recommendations for Sanctions:**

(i) If the hearing board determines that the Respondent is, in fact, Responsible for having committed the violation, the hearing board shall conduct a supplementary proceeding to determine appropriate sanction(s) within three (3) days following the first hearing. During the supplementary proceeding, either party may submit evidence or make statements concerning the appropriate sanction to be imposed. The hearing board may consider, but will not be bound by, these statements in determining a recommended sanction. The past disciplinary record of the Respondent will be supplied to the hearing board only during the supplementary proceeding, and shall be considered in determining appropriate sanctions. After private deliberation on the appropriate sanction(s), the hearing board will announce the recommended sanction(s) at the supplementary hearing.

(ii) The hearing board's determination on responsibility and recommendation on sanctions shall be transmitted to the Dean of Students in the form of a brief written opinion summarizing the facts upon which the determination of responsibility for the violation is based, a description of any corrective action and/or sanctions to be imposed and the basis for the sanction recommended.

f) **Notice of Outcome:**

(i) Within three (3) days after the supplemental hearing, the Dean of Students will provide the Complainant and the Respondent a written Notice of Outcome by personal delivery or certified mail, return receipt requested. The Notice of Outcome will be provided to the Complainant and Respondent at the same time. The Complainant and Respondent will be deemed to have received the Notice of Outcome on the date of personal delivery, or, if certified mail is used, on the date of delivery at the last address provided to the University by the parties. Compliance with this paragraph does not constitute a violation of FERPA.

19.2 Decisions made in disciplinary hearings may be appealed as provided for in this Code.
SECTION 20.
PROCEDURES FOR DISCIPLINARY CONFERENCES

20.1 Respondents who elect to have their cases resolved through a disciplinary conference will be provided the following procedural protections:

   a) Receipt of written notice of the specific charges at least three (3) days prior to the scheduled conference.

   b) Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered “educational records,” pursuant to FERPA; personal notes of University staff members or complainants will not be included in the case file.

   c) An opportunity to respond to the evidence and to call appropriate and relevant witnesses.

   d) A right to be accompanied by a non-attorney campus advisor, as provided in this Code.


20.2 Decisions made in disciplinary conferences are final and not subject to appeal.

SECTION 21.
GUIDELINES FOR ATTORNEY AND NON-ATTORNEY CAMPUS ADVISORS

21.1 The student judicial process is not comparable to a court of law, criminal proceeding or civil proceeding and, therefore, the role of the advisor is dissimilar.

21.2 Both Complainants and Respondents may choose to be advised by an attorney or a non-attorney campus advisor. However, attorneys chosen by Complainants, Respondents and witnesses may not be present during hearings or disciplinary conferences. Therefore, the role of the attorney shall be limited to providing the Complainant or the Respondent consultation prior to the hearing or disciplinary conference, and assisting and supporting a Respondent or Complainant in preparing his or her case. In contrast, a non-attorney campus advisor may be present during hearings and disciplinary conferences. Non-attorney campus advisors normally will be allowed to speak in disciplinary conferences or hearings, make procedural objections, question witnesses, and make closing statements at the discretion of the Hearing Official.

21.3 The Chief Judicial Affairs Officer shall be responsible for soliciting nominations of, screening, appointing, and training students who will serve as non-attorney campus advisors. Non-attorney campus advisors may be assigned to assist Complainants or Respondents in disciplinary conferences or hearings, and will be supervised by the Chief Judicial Affairs Officer or designee.
SECTION 22.
APPEALS

22.1 Within ten (10) calendar days of receipt of the Notice of Outcome, the Complainant, Respondent or both may submit a written appeal to the Chief Judicial Affairs Officer based only on the following grounds: a) to determine whether there was a material deviation from the substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; or c) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. If the Chief Judicial Affairs Officer is a party to a case, the appeal will be made to the next highest administrative officer. When the sanction is Expulsion, the Respondent shall appeal the decision to the Vice President of Student Affairs.

22.2 Appeals under this Part of the Code must be made in writing and include the following information:

a) The name, address, and signature of the appellant;
b) A sufficient description of the grounds for appeal (i.e. material deviation from substantive/procedural compliant proceedings; failure to base final decision on substantial evidence/information; or new issue or information sufficient to alter the decision);
c) The identity of additional witnesses or affected individuals;
d) The attachment and/or identification of any other documents, facts, or evidence that the University should consider in reviewing the appeal.

22.3 The Chief Judicial Affairs Officer (for sanctions including up to suspension) or the Vice President of Student Affairs (for expulsion sanctions) shall notify both the Complainant and the Respondent within a reasonable time in writing of the decision on appeal. The decision may:

a) Affirm the finding of responsibility and the sanction(s);
b) Affirm the finding of responsibility and reduce but not eliminate the sanction(s); or
c) Remand the case to the same or a new hearing board. In such cases, the procedural provisions of this Code shall apply.

22.4 If either the Complainant or Respondent submits an appeal, the Dean of Students may order that the imposition of sanction(s) be deferred during the duration of the appeal process. The Dean of Students may take interim measures, as provided under Part One, Section 7 of this Code or, in cases involving charges of Sexual Misconduct, Part Two, Section 10 of this Code, until a decision on appeal is rendered.

22.5 Each party will be notified of the other party's appeal submission and outcome.

22.6 A decision on appeal from the Chief Judicial Affairs Officer may be appealed to the Vice President of Student Affairs, who may:
a) Affirm the decision of the Chief Judicial Affairs Officer;

b) Overturn the decision of the Chief Judicial Affairs Officer

c) Modify any part of the decision of the Chief Judicial Affairs Officer; or

d) Remand the case to the same or a new hearing board, if appropriate. In such cases, the procedural provisions of this Code shall apply.

22.7 The following decisions are final and conclusive, and are not appealable: (i) a decision from the Board of Trustees and (ii) a decision to administratively terminate a student.

SECTION 23.
TEMPORARY ENCUMBRANCES

23.1 A temporary encumbrance may be placed on a Student’s University records by the Dean of Students while disciplinary proceedings are pending.

SECTION 24.
DISCIPLINARY FILES AND RECORDS

24.1 Case referrals may result in the creation and development of a physical disciplinary file in the name of the Respondent. However, such file shall be marked "void" if the Respondent is found not Responsible of the violations asserted against him or her. Voided files shall not be kept with active disciplinary records, and shall not leave any Student with a disciplinary record.

24.2 Files for Respondents found Responsible for violations of the Code will be retained as a disciplinary record for no more than three (3) years from the date of the Notice of Outcome. Disciplinary records may be reported to third parties in accordance with University regulations and state and federal law.

24.3 Beginning one (1) year from the date of the Notice of Outcome, disciplinary files and records may be voided for good cause upon written petition of Respondents. Petitions will be considered by a committee composed of the Chief Judicial Affairs Officer, the Hearing Officer who conducted the underlying hearing, and the Vice President of Student Affairs and Enrollment Services. Factors to be considered in review of such petitions shall include:

a) The present demeanor of the Respondent;

b) The conduct of the Respondent subsequent to the violation; and

c) The nature of the violation and the severity of any damage, injury, or harm resulting from it.
SECTION 25.
RECIROCITY WITH OTHER MEMBER INSTITUTIONS OF THE ATLANTA UNIVERSITY CENTER (AUC) CONSORTIUM

25.1 As a member of the Atlanta University Center Consortium, Inc., Clark Atlanta University (CAU) has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a CAU student is accused of misconduct on one of the other AUC campuses, CAU has the right to handle the case as though it occurred at CAU. Likewise, students from other AUC institutions who engage in misconduct on the CAU campus may be disciplined under the procedures established by their respective AUC institution.
PROCEDURES FOR CASES INVOLVING REPORTS OF SEX DISCRIMINATION, SEXUAL MISCONDUCT AND OTHER TITLE IX VIOLATIONS

SECTION 1.
SUMMARY & PURPOSE

1.1 The University is a recipient of federal funds. As such, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. In compliance with Title IX, the University is and remains committed to:

- Providing programs, activities, and an educational environment free from Sex Discrimination;

- Providing programs, activities, and an educational environment free from "sexual assault," "domestic violence," "dating violence" and "stalking," as those terms are defined under section 40002(a) of the Violence Against Women Act of 1994 and/or applicable state law;

- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and Sex Discrimination and a timely response to complaints;

- Providing adequate, prompt, fair and impartial investigations into and resolution of allegations of Sexual Misconduct and Sex Discrimination; and

- Ensuring that Title IX investigations are conducted by University officials who receive annual training on the issues related to Sexual Misconduct and Sex Discrimination, and on how to conduct an investigation and hearing process that protects the safety of the accusers and promotes accountability.

1.2 The procedures set forth in this Part Two of the Code shall apply to all forms of Sexual Misconduct and Sex Discrimination carried out by University employees, Students, and non-employee third parties. However, those provisions that apply exclusively to allegations of Sexual Misconduct will be noted accordingly.

SECTION 2.
JURISDICTION AND AUTHORITY OF THE TITLE IX COORDINATOR

2.1 The University has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by Students and University employees that involve or invoke Title IX.

2.2 The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or complaints of Sexual Misconduct and Sex Discrimination.
2.3 The Title IX Coordinator may designate deputies to assist in the reporting, investigation, and resolution of incidents and/or complaint of Sexual Misconduct and Sex Discrimination.

SECTION 3.
GENERAL TIMELINE FOR RESOLVING COMPLAINTS FOR SEXUAL MISCONDUCT AND SEX DISCRIMINATION

3.1 Most cases of alleged Sexual Misconduct and Sex Discrimination will be resolved within sixty (60) calendar days, excluding any appeal(s). Sexual Misconduct and Sex Discrimination violate University policy and federal civil rights laws and a person found Responsible for said conduct may be subject to penalties as severe as expulsion and/or denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

SECTION 4.
PROHIBITED CONDUCT

4.1 The University expressly prohibits any form of Sexual Misconduct and Sex Discrimination, as defined in Part One, Section 4 of this Code, and which creates a hostile campus and/or work environment.

4.2 Retaliation against any member of the University community who makes a report of Sexual Misconduct or Sex Discrimination and/or cooperates in the review and investigation of such report is strictly prohibited and is a violation of the University's Nondiscrimination Policy, Sexual Harassment Policy, Title IX and other federal civil rights laws. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the Complainant or Complainants, or witnesses. The University will not only take steps to prevent retaliation, but will also take strong corrective action if it occurs. Any person who experiences or witnesses acts of retaliation of any kind should promptly report such conduct to the Title IX Coordinator, Dean of Students, or the Department of Public Safety.

SECTION 5.
OPTIONS FOR REPORTING OR DISCLOSING SEXUAL MISCONDUCT

5.1 If Sexual Misconduct or Sex Discrimination of any kind occurs, the victim (or witness, if applicable) of said misconduct may pursue the following options:

a) Report the offense to one or more of the following University officials and/or departments:

- If Sexual Misconduct is involved, any member of the Student Health Services staff located at CAU Suites, 128 Mildred Street, (404) 880-8322. Disclosures made to the any health professional in Student Health Services will be held in strict confidence but may serve as notice to the Title IX Coordinator requiring initiation of an investigation into the disclosed conduct;
- Title IX Coordinator;
University Counseling & Disability Services, 210 Kresge Hall, (404) 880-8044;
Dean of Students, Suite 250, Student Center, (404) 880-6128;
Director of Residence Life;
Residence Hall Directors and resident assistants (RAs);
Athletics Compliance Officers, Director of Athletics, or team coaches; or
Chief Judicial Affairs Officer;

b) If Sexual Misconduct is involved, notify the University Department of Public Safety or other law enforcement authorities;

c) If Sexual Misconduct is involved, request assistance in notifying appropriate law enforcement authorities, which assistance the University will provide; or

d) Decline to notify any such authorities. However, the University strongly encourages victims of Sexual Misconduct to report the occurrence and seek all necessary and available assistance.

5.2 Assistance is available upon request to help victims of Sexual Misconduct review these disclosure and reporting options. In addition, University support services are available to victims regardless of whether they choose to formally report the violation to the University or to local law enforcement.

SECTION 6.
PRESEVATION OF EVIDENCE

6.1 The University is acutely aware that a victim of Sexual Misconduct may experience physical, mental and emotional trauma as a result of the occurrence. Therefore, in order for the University to conduct a prompt, fair and thorough investigation into the occurrence and commence appropriate disciplinary proceedings (if the victim so chooses), a victim of Sexual Misconduct (i.e. rape, sexual assault, dating violence, domestic violence, etc.) is encouraged to follow these procedures immediately following the occurrence of Sexual Misconduct:

a) Go to a safe place as soon as possible.

b) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove Sexual Misconduct, or in obtaining a protective order. Examples of such evidence include:

- Clothing worn during the incident, including, but not limited to, undergarments;
• Sheets, bedding, and condoms, if used;
• A list of witnesses with contact information;
• Text messages, emails, call history, and social media posts; and
• Pictures of any injuries.

c) Call the appropriate law enforcement agency. If the Sexual Misconduct occurred on campus, contact the University Department of Public Safety as soon as possible by calling 911 or (404) 880-8911. If the attack did not occur on campus, call the law enforcement agency having jurisdiction where the Sexual Misconduct (i.e. the rape, sexual assault, dating violence, domestic violence, etc.) occurred.

d) Get medical attention. If called, the University Department of Public Safety will assist the victim with medical attention that will include collecting any evidence. The victim may also contact Student Health Services, when appropriate.

e) Talk to a counselor. The victim may contact University Counseling & Disability Services. The victim also has a right to have an advocate and support person present at the hospital, doctor’s office, or urgent care unit for examination.

SECTION 7.
PROCEDURES FOR REPORTING SEXUAL MISCONDUCT

7.1 Reporting Contacts. A victim who chooses to report an incident of Sexual Misconduct or Sex Discrimination may report it to any person or department listed in Part Two, Section 5.1(a), (b) or (c) of this Code. All such reports made to such individuals or departments will be reported to the Title IX Coordinator as permissible by law and with consideration given to requests for confidentiality.

7.2 Meeting With the Victim Only.

a) Upon receipt of notice of any allegation of Sexual Misconduct or Sex Discrimination, depending on the nature of the claim, the Dean of Students or designee will promptly schedule an individual meeting with the victim to:
   (i) Provide him or her a general understanding of this Code, these procedures, and the investigative process;
   (ii) Discuss and provide written information regarding forms of support or immediate interventions available to the victim, such as on and off-campus resources, interim measures, etc.;
   (iii) Discuss and provide written information regarding the victim's options for, and available assistance in, changing any accommodations that may be appropriate and reasonably available concerning the victim's academic, living, transportation and working situations;
(iv) Seek to determine if the victim wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;

(v) Where applicable, provide information to the victim of his or her rights and the University's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court; and

(vi) Inform the victim about how the University will protect his or her confidentiality, including the omission of the victim's identifying information in publicly-available records, to the extent permissible by law.

7.3 When Victim Requests Confidentiality and Elects Not to Proceed With an Investigation or to File Formal Charges

a) If the victim does not wish to proceed with an investigation and/or requests that the complaint remain confidential, Title IX still requires the University to investigate and take reasonable corrective action in response to the victim's information. The Dean of Students or designee will inform the victim that the University's ability to respond may be limited and will refer the victim to the Title IX Coordinator.

b) The Title IX Coordinator will weigh the victim's request(s) for confidentiality and/or wish not to proceed with an investigation against the University’s obligation to provide a safe, non-discriminatory environment for all students. Specifically, the Title IX Coordinator will consider the following factors:

(i) The seriousness of the alleged misconduct;

(ii) Whether there have been other complaints of Sexual Misconduct or Sex Discrimination against the accused at the University or any other school or in the nature of prior criminal charges;

(iii) Whether the accused threatened further misconduct or violence against the victim or others;

(iv) Whether the Sexual Misconduct or Sex Discrimination was committed by multiple persons;

(v) Whether the Sexual Misconduct involved use of a Weapon;

(vi) The age of the victim;

(vii) Whether the University possesses other means to obtain relevant evidence of the misconduct;
Whether the complaint reveals a pattern of conduct at a particular location or by a particular individual and or student group or organization; and

The accused's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA.

7.3 The Title IX Coordinator or designee will inform the victim if the University cannot ensure confidentiality. In an instance where the University must disclose a victim's identity to the accused, the Title IX Coordinator or designee will inform the victim prior to making the disclosure.

7.4 Even if the victim does not wish to file a formal complaint or proceed with an investigation because he or she insists on confidentiality or requests that the complaint not be resolved, the University reserves the authority to undertake appropriate corrective action, including the interim measures described above in this Part Two of the Code.

7.5 There is no time limit to filing a complaint, making a report or commencing an investigation under these procedures. However, victims are encouraged to report a complaint immediately in order to maximize the University's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the University's ability to carry out these procedures.

SECTION 8.
PROCEDURES FOR FILING COMPLAINTS OF SEXUAL MISCONDUCT

8.1 If the victim (i.e. the Complainant) of Sexual Misconduct elects to file and/or proceed with a formal complaint, he or she may file a formal complaint with the Title IX Coordinator or Title IX deputies.

8.2 The Dean of Students or designee will schedule an individual meeting with the accused (i.e. the Respondent) in order to provide him or her with notice of the complaint, general understanding of the procedures for investigating and resolving complaints of Sexual Misconduct, and to identify forms of support or immediate interventions available to him or her.

8.3 Pursuing a complaint under this Code does not affect a victim's ability to pursue a criminal action against the accused through the criminal justice system. A victim of Sexual Misconduct may choose to pursue a complaint under this Code, through the criminal justice system, or both.

8.4 A victim of Sexual Misconduct may also choose to file a formal complaint with the U.S. Department of Education's Office of Civil Rights.
SECTION 9.
INVESTIGATION PROCEDURES

9.1 Determination of Proceedings:

a) If the Title IX Coordinator commences a formal investigation, he or she will provide a Notice of Investigation to both the Complainant and the Respondent. This Notice will include a description of the alleged conduct, the alleged conduct violation(s), a description of the investigation process, and a reaffirmation of available resources for both parties throughout the process.

b) Nothing in this section shall prevent the Title IX Coordinator from serving as an Investigator under this section.

9.2 Investigation/ Fact-Finding Procedures:

a) The Title IX Coordinator may appoint one or more Investigators, who will conduct interviews with the Complainant, the Respondent and any witnesses, and who will collect and review any other information or evidence relevant to the complaint. When applicable, the Investigator(s) will coordinate with the Department of Public Safety and other law enforcement officials concerning the preservation and handling of any physical evidence.

9.3 Summary of Investigation:

a) Once a formal investigation is completed, the Investigator(s) will prepare for submission to the Title IX Coordinator an Investigation Summary that includes the following:

   (i) An overview of the incident including involved parties and history of the case;

   (ii) Alleged violation(s);

   (iii) The Standard of Proof;

   (iv) Summaries of information provided by the Complainant, the Respondent and any third party witness(es);

   (v) Summaries of information provided by expert witnesses, where applicable;

   (vi) Any other relevant information (e.g., photographic, electronic and/or forensic evidence);

   (vii) A summary of established facts and information that remains in question;

   (viii) Recommendation of determination regarding alleged violations; and
(ix) A list of recommended witnesses to be called in the event of a formal hearing.

9.4 After review of the Investigation Summary by the Title IX Coordinator, the Investigator(s) will distribute the Investigation Summary to the Complainant and the Respondent. The Investigator(s), Title IX Coordinator or both will then meet independently with the Complainant and the Respondent to discuss the Investigation Summary findings, collect responses, answer any questions, and discuss next steps in the proceedings. Once the Investigation Summary and responses from the Complainant and the Respondent have been collected, the documents will be submitted to the Dean of Students or designee. The Investigator(s) or Title IX Investigator will then make a recommendation to the Dean of Students or designee as to whether a violation has been committed and whether to move forward with a formal hearing before a Special Matter Hearing Panel.

SECTION 10.
INTERIM AND REMEDIAL MEASURES

10.1 Regardless of whether a victim of Sexual Misconduct or Sex Discrimination chooses to report the incident to campus police or local law enforcement, the University shall proactively consider the following remedies, as well as other remedies deemed appropriate for each specific case, while an investigation is being conducted:

a) Providing the victim with an escort to ensure that he or she can move safely between classes;

b) Ensuring that the victim and the accused do not attend the same classes;

c) Moving the victim or the accused to a different residence hall;

d) Providing counseling services;

e) Providing medical services;

f) Providing academic support services, such as tutoring;

g) Arranging for the victim to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim's academic records;

h) Reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim being disciplined.

10.2 The University also reserves the right to suspend the Respondent pending the investigation of the victim's complaint, or disciplinary or criminal proceedings. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, or to others. A Student suspended on an interim basis under
this Part of the Code shall be given a prompt opportunity to appear personally before the Dean of Students or designee in order to discuss the following issues only:

a) The reliability of the information concerning the Student’s conduct, including the matter of his or her identity; and

b) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student on University premises poses a substantial and immediate threat to himself or herself, or to others.

10.2 The University may also consider and take remedial measures that affect the broader Student population, including, but not limited to, offering University-wide counseling and training; developing, updating and disseminating materials on Sexual Misconduct and Sex Discrimination; developing and implementing new policies and grievance procedures; and conducting internal University investigations to assess the effectiveness of the University's efforts to eliminate Sexual Misconduct and Sex Discrimination and promote an environment free of sex discrimination.

10.3 Mediation will not be used to resolve Sexual Misconduct complaints.

SECTION 11.
SPECIAL MATTER HEARING PANEL AND PROCEDURES

11.1 A Special Matter Hearing Panel shall be authorized to hear cases specifically involving formal charges of Sexual Misconduct and Sex Discrimination.

11.2 The Dean of Students shall be responsible for soliciting nominations for, screening, appointing and training members of the Special Matter Hearing Panel. The Special Matter Hearing Board shall consist of three (3) administrators and two (2) faculty members.

11.3 There shall be no Student on any Special Matter Hearing Panel.

11.4 The role of the Special Matter Hearing Panel shall be to determine whether the Respondent(s) is/are Responsible for the alleged Sexual Misconduct and to make recommendations for sanctions to the Dean of Students.

11.5 Members of any Special Matter Hearing Panel who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Dean of Students. Members found to have actually violated any section of this Code may be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Dean of Students.

11.6 No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.
11.7 The Special Matter Hearing Panel shall follow the same procedures outlined in Part One, Section 19 of this Code.

11.8 The following procedures and provision outlined in Part One of this Code shall also apply to this Part of the Code:

a) Guidelines for Attorneys and Non-Attorney Campus Advisors (Part One, Section 21), subject to the parties' prior written consent;

b) Temporary Encumbrances (Part One, Section 23);

c) Disciplinary Files and Records. (Part One, Section 24)

SECTION 12.
SANCTIONS FOR SEXUAL MISCONDUCT

12.1 Any person found to have committed any act of Sexual Misconduct (regardless of whether sexual intercourse has occurred) will be subject to sanctions ranging from a warning to expulsion as set forth in Part One, Section 13, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

12.2 The Office of Judicial Affairs reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling evidence exists to do so.

12.3 Nothing in this Code should be interpreted to relieve a Respondent from legal liability and sanctions under local, state or federal law.

SECTION 13.
TITLE IX APPEALS AND TITLE IX GENERAL GRIEVANCE PROCEDURES

13.1 Key Definitions and Time Limits: When used in this Section ---

a) A "Title IX Grievance" means a complaint concerning any perceived Title IX violation (i.e. gender discrimination) resulting from a University policy, practice or procedure. Any member of the CAU Community (i.e. student, faculty member or staff) may file a written Title IX Grievance at any time.

b) A "Title IX Appeal" means an appeal by an affected individual to a decision in a Notice of Outcome resulting from a Title IX complaint investigation or disciplinary proceeding. A first-level Title IX Appeal must be brought within ten (10) business days of receipt of a Notice of Outcome under this Part of the Code, and may only be brought on one or more of the following three (3) grounds:
i. To determine whether there was a material deviation from the substantive and procedural protections provided in the complaint proceedings;

ii. To determine whether the final decision was based on substantial evidence or information; or

iii. To consider new information sufficient to alter the decision or relevant facts not brought out in the investigation or hearing.

13.2 Title IX Grievances and First-Level Title IX Appeals:

a) All Title IX Grievances and first-level Title IX Appeals must be submitted in writing and include the following information:

i. The name, address, and signature of the grievant or appellant;

ii. A sufficient description of the issue on appeal (material deviation from substantive/procedural compliant proceedings; failure to base final decision on substantial evidence/information; or new issue or information sufficient to alter the decision) or the allegedly improper policy, practice or procedure resulting in a Title IX violation;

iii. The identity of additional witnesses or affected individuals.

iv. The attaching or identification of any other documents, facts, or evidence that the University should consider in reviewing the grievance or appeal.

b) Title IX Grievances and first-level Title IX Appeals should be submitted to the following person(s) or department(s) for processing and determination:

i. For Title IX Grievances: For general grievances concerning a perceived Title IX violations not involving Sexual Misconduct but involving University policy, practice or procedure, the grievance should be submitted to the Title IX Coordinator.\[1] The Title IX Coordinator will investigate the grievance, including, but not limited to, seeking an opinion from relevant stakeholders regarding whether and why (or why not) the policy, practice or procedure being grieved violates Title IX, and what, if any, steps should be taken to bring the policy, practice or procedure into Compliance. The Title IX Coordinator may also conduct a follow-up conference or hearing with the grievant or others. Within sixty (60) days of receipt of the grievance, the Title IX Coordinator will issue a Notice of Grievance Determination regarding the grievance.

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\[1\] If the Title IX Coordinator is a party to a complaint, the appeal will be made to the next highest administrative officer.
ii. **For First-level Title IX Appeals:** The appeals process outlined in Part Two, Section 22 of this Code shall also apply to Title IX Appeals. A person seeking to file a Title IX Appeal is not required to re-submit any documents or information that the University already has in its possession as a result of its original Title IX investigation.

### 13.3 Appeals to a Notice of Grievance Determination and Second-Level Title IX Appeals:

a) Appeals to a Notice of Grievance Determination or to a decision on appeal from the Chief Judicial Affairs Officer (as provided for in Part One, Section 22 of this Code) must be brought within ten (10) business days of receipt of same, and may only be brought on one or more of the following two (2) grounds:

i. Decision resulted in the denial of appellant's due process rights under the law or applicable University policy; or

ii. To consider new information sufficient to alter the decision or relevant facts not brought out in the investigation or on appeal.

b) All second-level Title IX Appeals and Appeals to Notices of Grievance Determinations must be submitted, in writing, to the President and include the following information:

i. The name, address, and signature of the appellant;

ii. A sufficient description of the issue on appeal (denial of due process; or new issue or information sufficient to alter the decision) or the allegedly improper policy, practice or procedure resulting in a Title IX violation;

iii. The identity of additional witnesses or affected individuals;

iv. The attaching or identification of any other documents, facts, or evidence that the University should consider in reviewing the grievance or appeal.

c) An appellant is not required to re-submit any documents or information that the University already has in its possession as a result of its original Title IX investigation or first-level appeal review.

d) The President will issue a Notice of Final Appeal Determination within thirty (30) calendar days of receipt of the appeal. The Notice of Final Appeal Determination will either affirm, modify, or reverse the decision being appealed, or the policy/practice/procedure being grieved.

e) All decisions rendered in a second-level appeal are FINAL and may not be appealed; however, an affected individual may contact the U.S. Department of Education's Office of Civil Rights for questions, concerns or complaints about CAU's handling of your complaint, grievance, or appeal.
# STUDENT RESOURCE GUIDE

## ADMINISTRATIVE OFFICERS

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<th>TITLE</th>
<th>BUILDING / ROOM</th>
<th>TELEPHONE NUMBER</th>
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<tbody>
<tr>
<td>President’s Office</td>
<td>Harkness Hall, 305</td>
<td>404-880-8502</td>
</tr>
<tr>
<td>Provost / Vice President for Academic Affairs</td>
<td>Harkness Hall, 309</td>
<td>404-880-8753</td>
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<td>Executive Vice President for Operations/ Chief Financial Officer</td>
<td>Harkness Hall, Room 302</td>
<td>404-880-8441</td>
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<tr>
<td>Vice President of Student Affairs</td>
<td>Henderson Student Center, Suite 250</td>
<td>404-880-8040</td>
</tr>
<tr>
<td>Vice President for Institutional Advancement / University Relations</td>
<td>Harkness Hall, Room 205</td>
<td>404-880-6189</td>
</tr>
<tr>
<td>Vice President for Research and Sponsored Programs and Community Outreach</td>
<td>Cole Research Center, Suite 1001</td>
<td>404-880-6990</td>
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<td>General Counsel</td>
<td>Harkness Hall, Room 316</td>
<td>404-880-8435</td>
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<tr>
<td>Chief Compliance Officer</td>
<td>Harkness Hall, Room 216</td>
<td>404-880-6604</td>
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<tr>
<td>Chief of Staff and Special Assistant to the President</td>
<td>Harkness Hall, Room</td>
<td>404-880-8502</td>
</tr>
<tr>
<td>Assistant Vice President for Planning Assessment and Institutional Research</td>
<td>Kresge Hall, Room 300</td>
<td>404-880-8061</td>
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## School of Arts and Sciences (Dean and Departments)

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<td>Dean, School of Arts and Sciences</td>
<td>Sage Bacote, Room 103</td>
<td>404-880-6770 / 6774</td>
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<td>African and African-American Studies / Africana Women’s Studies</td>
<td>McPheeters Dennis, Room 14</td>
<td>404-880-8239</td>
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<td>Art</td>
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<td>404-880-6951</td>
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<td>Dual-Degree Engineering</td>
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<td>Dean, School of Business Administration</td>
<td>Wright Young Hall, Suite 326</td>
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<td>Accounting and Finance</td>
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<td>Cole Research Center, Suite 3049</td>
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<td>Assistant Dean</td>
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<td>404-880-8048</td>
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<td>Director, Academic Enrichment and Success</td>
<td>Haven-Warren Hall, Room 214</td>
<td>404-880-8196</td>
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<td>Academic Advisement</td>
<td>Haven-Warren Hall, Room 214</td>
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<td>Student Assessment and Testing Services</td>
<td>McPheeters-Dennis, Room 4</td>
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<td>Director, TRiO Programs</td>
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<td>Vice President</td>
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<td>Director, Career and Professional Development</td>
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<td><strong>Trevor Arnett, Room 102</strong></td>
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<td><strong>Office of Residence Life / Residence Halls</strong></td>
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<td><strong>Area Coordinator</strong></td>
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<td><strong>Beckwith</strong></td>
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<td><strong>Bookstore</strong></td>
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<td><strong>Clark Atlanta University Television (CAU-TV)</strong></td>
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<td><strong>Dining Services</strong></td>
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<td><strong>Director, Honors Program</strong></td>
<td><strong>Modular 14, President’s Parking Lot</strong></td>
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<td><strong>Instructional Technology and Media Services</strong></td>
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<td>Communication (OITC) / Help Desk</td>
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<td>Operator</td>
<td>Thomas Cole Science Research</td>
<td>404-880-8000</td>
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<td>PAW Card / Student ID</td>
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<td>404-880-8729</td>
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**COMPUTER LABS**

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<tr>
<th>Service</th>
<th>Building / Room</th>
<th>Phone No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Services</td>
<td>109 Kresge Hall and Lower Level</td>
<td>404-880-8226</td>
</tr>
<tr>
<td></td>
<td>Kresge Hall - assistance with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing, Speech, Study skills,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tutorial sessions &amp; more</td>
<td></td>
</tr>
<tr>
<td>Sage-Bacote</td>
<td>104, 113,114, 213 &amp; 214</td>
<td>404-880-6943</td>
</tr>
<tr>
<td></td>
<td>Sage-Bacote Hall</td>
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</tr>
<tr>
<td>Student Open Access Lab</td>
<td>McPheeters-Dennis (3rd Floor)</td>
<td>404-880-6194</td>
</tr>
<tr>
<td>Woodruff Library</td>
<td>Computers available throughout</td>
<td>404-978-2000</td>
</tr>
<tr>
<td></td>
<td>Woodruff Library</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also available: Media Suites &amp;</td>
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</tr>
<tr>
<td></td>
<td>Document Center - 11:00am –</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:00pm</td>
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</tbody>
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